



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • [www.lacdc.org](http://www.lacdc.org)



**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Sean Rogan**  
Executive Director

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, APRIL 18, 2012  
12:00 NOON  
ORCHARD ARMS SENIOR HOUSING  
23520 WILEY CANYON RD.  
VALENCIA, CA 91355  
(661) 255-5818**

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**1. Call to Order**

**2. Roll Call**

**Henry Porter Jr., Chair**  
**Val Lerch, Vice Chair**  
**Hope Boonshaft**  
**Alma Cibrian**  
**Zella Knight**  
**Laurence Levin**

**3. Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of February 22, 2012

Regular Meeting of March 28, 2012

**4. Report of the Executive Director**

**5. Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.



## **Consent Calendar**

(Items Continued from Previous Meeting)

6. **Concurrence to Award a Construction Contract to Letner Roofing Company for Roof Replacement at the Whittier Manor Housing Development in Unincorporated Whittier (Districts 1 & 4)**

Concur with the Board of Commissioners' action to award and authorize the Executive Director or his designee to execute or amend a Contract and all related documents with Letner Roofing Company, the lowest responsive and responsible bidder, to complete roof replacement at the Whittier Manor housing development, using up to \$219,450 in Community Development Block Grant (CDBG) funds allocated to the First Supervisorial District by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2011-2012 budget; authorize the Executive Director or his designee to approve Contract change orders not to exceed \$43,890 for unforeseen project costs, using the same source of funds and following approval as to form by County Counsel; authorize the Executive Director or his designee to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract; find that the approval of the project and the award of the Contract are exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the project. (CONCUR)

7. **Concurrence to Award a Construction Contract to Magic Hammer Development Inc. for Parking Lot Modernization at South Bay Gardens Housing Development in Unincorporated Willowbrook (District 2)**

Concur with the Board of Commissioners' action to award and authorize the Executive Director or his designee to execute or amend a Contract and all related documents with Magic Hammer Development, Inc., the lowest responsive and responsible bidder, to complete the modernization of one parking lot and adjacent sidewalks at the South Bay Gardens housing development, using up to \$107,530 in Community Development Block Grant (CDBG) funds allocated to the Second Supervisorial District by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2011-2012 budget; authorize the Executive Director or his designee to approve Contract change orders not to exceed \$21,506 for unforeseen project costs, using the same source of funds and following approval as to form by County Counsel; authorize the Executive Director or his designee to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract; find that the approval the project and the award of the Contract are exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the project. (CONCUR)



## **Regular Agenda**

**8. Acceptance of Community Development Block Grant Funds for Projects Identified in the 2012-2013 Action Plan for the Allocation of Federal Funds (All Districts)**

Recommend that the Board of Commissioners find that the acceptance of Fiscal Year 2012-2013 CDBG funds from the Commission is not subject to the provisions of the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA; authorize the Housing Authority to accept \$1,400,000 in Fiscal Year 2012-2013 CDBG funds from the Commission, and to continue administration of \$1,140,814 in prior year CDBG funds, which will be requested for incorporation into the Housing Authority's Fiscal Year 2012-2013 budget through the Housing Authority's annual budget approval process, subject to final notification of approval by the U.S. Department of Housing and Urban Development (HUD). (APPROVE)

**9. Recommend the Approval of the Housing Authority of the County of Los Angeles Fiscal Year 2012 – 2013 Budget**

Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution (Attachment A) approving the Housing Authority of the County of Los Angeles (Housing Authority) Fiscal Year 2012-2013 Budget (Budget), which includes revenues and expenditures of \$328,506,000; instruct the Chairman to sign the related Transmittal Resolution (Attachment B) certifying submission of the Budget by the Board to the U.S. Department of Housing and Urban Development (HUD); adopt and instruct the Chairman to sign a Resolution (Attachment C) approving the cost allocation model developed in conjunction with the Housing Authority's external auditors, Klynveld Peat Marwick Goerdeler (KPMG) in April 2002; instruct the Executive Director to implement the Budget and take all related actions, including execution of all required documents, for the purposes described herein, following approval as to form by County Counsel; find that the approval of the Budget is not subject to the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA. (APPROVE)



**10. Housing Commissioners may provide comments or suggestions for future Agenda items.**

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 890-7424, or by e-mail at [donna.delvalle@lacdc.org](mailto:donna.delvalle@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.



THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES  
MINUTES FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, March 28, 2012

The meeting was convened at the Housing Authority, 12131 Telegraph Rd., Santa Fe Springs, California.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Henry Porter at 12:03 p.m.

<b><u>ROLL CALL</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Zella Knight, Chair		X
Henry Porter, Vice Chair	X	
Val Lerch	X	
Laurence Levin		X
Hope Boonshaft		X
Alma Cibrian	X	

**PARTIAL LIST OF STAFF PRESENT:**

Sean Rogan, Executive Director  
Emilio Salas, Deputy Executive Director  
Bobbette Glover, Assistant Executive Director  
Maria Badrakhan, Director, Housing Management  
Margarita Lares, Director, Assisted Housing  
Harold Pierce, Director, Administrative Services  
Terry Gonzalez, Director, CDBG and Construction Management



## **GUESTS PRESENT:**

No guests were present.

## **Reading and Approval of the Minutes of the Previous Meeting**

The reading and approval of the February 24, 2010 minutes was postponed due to a lack of a quorum.

## **Agenda Item No. 4 – Report of the Executive Director**

Deputy Executive Director Emilio Salas reported the following:

**Due to lack of a quorum, Emilio Salas recommended proceeding with discussion of the agenda items and staff presentations, after which the agenda items would be placed on a consent calendar for a vote at the next meeting. Any items requiring further discussion at the next meeting could be removed from the consent calendar for discussion prior to a vote.**

Emilio Salas informed the Board that Sean Rogan, Executive Director was currently attending an offsite county wide meeting regarding homelessness.

Emilio Salas introduced Terry Gonzalez, Community Development Block Grant (CDBG) Director. Ms. Gonzalez has been with the Commission for 29 years and has been the director of CDBG for over 20 years. The CDBG division recently merged with Construction Management division.

Emilio Salas informed the Board of an upcoming Tenth Annual Commissioners' Leadership Conference titled "Leadership Tomorrow," hosted by the Chief Executive Office and the Quality and Productivity Commission, to be held May 23, 2012 from 8:30 a.m. to 12:30 p.m. on the fifth floor of the Music Center's Dorothy Chandler Pavilion. Due to the Commissioner attendance at the Leadership Conference, it has been proposed to push back the Housing Commission meeting to 1:30 pm on May 23<sup>rd</sup>. This item is to be discussed at the April 18<sup>th</sup> Housing Commission meeting.

Emilio Salas stated that the Executive Offices for the Housing Authority located in Monterey Park are in the process of moving to an alternate location by the end of May. The relocation will be temporary due to the current lease not being extended. The temporary move will be made until the new building in Alhambra is completed.

Emilio Salas stated that Commissioner Knight and Assisted Housing Director Margarita Lares are currently attending the NAHRO conference being held in Washington D.C. Margarita Lares reported back that keynote speaker Gary Miller, US Representative for California's 42<sup>nd</sup> Congressional District opened his speech to the NAHRO membership that the Housing Authority of the County of Los Angeles is seeking Moving to Work authority. He stated that HUD should allow them to do so, because of their High Performer status. This would be a major milestone and we will look into making this happen.



Emilio Salas stated that the City of Lancaster has filed a formal complaint with the HUD – Fair Housing against the Housing Authority's Administration. At this time HACoLA has not been notified by HUD in regard to the matter. The focus of the complaint is on the lack of health services and the allegation that the Housing Authority is somehow responsible for issuing more vouchers to African Americans to reside in the City of Lancaster.

Emilio Salas informed the Board that a volunteer work day will be held at the Carmelitos Housing Development on Saturday March 31<sup>st</sup> between the hours of 9:00 am to 12:00 pm.

Emilio Salas also stated that the Annual Run for Fund fundraising event will be held on Tuesday April 17<sup>th</sup>, beginning at 2:30 pm at the Coral Building located in Monterey Park. All proceeds will go towards CDF Scholarship Fund.

Emilio Salas stated that recruitment for vacant Tenant Housing Commission positions will continue and we will be asking the current Housing Commissioners to assist with the interview.

Emilio Salas informed the Board that the Administrative Plan that was brought for their approval at the last meeting will be continued on April 3<sup>rd</sup> pursuant to the Board of Supervisors.

Emilio Salas stated that at last month's meeting, the Board was provided information regarding a concurrence item for the MOU between the Commission and LIUNA. As described in the agenda and minutes, the item is not being submitted for concurrence since it was approved solely by the CDC Board of Commissioners.

Emilio Salas informed the Board that on April 3<sup>rd</sup>, we have two residents that will be receiving Volunteer of the Year awards for their dedication and contributions to the community. Ms. Barbara Gower and Mr. Davante Lindsay have been chosen for this year's Volunteer of the Year awards.

Emilio Salas informed the Board, that at the request of Commissioner Porter the Resident Council Forum will have a presentation on the Department of Justice.

Emilio Salas reported that The Growing Experience program has received a grant of \$30,000 from the Rosalinde and Arthur Gilbert Foundation.

#### **Agenda Item No. 5 - Public Comments**

None at this time.



## Regular Agenda

**AFTER DISCUSSION OF THE AGENDA ITEMS IT WAS DECIDED  
THAT AGENDA ITEM NUMBER 6 AND 7 WILL BE  
PRESENTED FOR CONCURRENCE AT THE NEXT MEETING.**

### Agenda Item No. 8 – Housing Commissioner Comments and Recommendations for Future Agenda Items

Sean Rogan, Executive Director announced that he attended the first interdepartmental Commission on Homelessness. There were a total of 43 departments in attendance to address the needs for Los Angeles County.

Commissioner Lerch stated that he was involved with the Homeless Resource Center for the City of Long Beach. He recommended that their system should be looked at and possibly replicated.

Sean Rogan, Executive Director agreed that the City of Long Beach Homeless Resource Center was a good example and that it would be something to look into.

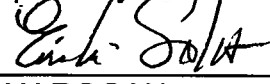
Commissioner Cibrian had no comments.

Commissioner Porter asked in regard to Ms. Echeverria's incident, how long and how many resources does the Housing Authority invest in trying to mitigate resident situations.

Emilio Salas stated that residents can ask for assistance from staff. In the case of Ms. Echeverria's situation, staff stayed in touch with her and addressed her concerns. All resident's concerns are kept well documented on all incidents.

On Motion by Commissioner Porter the Regular Meeting of March 28, 2012, was adjourned at 12:58 pm.

Respectfully submitted,

  
for SEAN ROGAN  
Executive Director  
Secretary –Treasurer



**Housing Authority - County of Los Angeles**

April 18, 2012

FOR YOUR INFORMATION ONLY

TO: Housing Commissioners

FROM: Margarita Lares, Director, Assisted Housing Division

RE: **FSS PROGRAM UPDATE – MARCH 2012**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Public Housing residents and Housing Choice Voucher Program participants achieve economic independence and self-sufficiency.

**ACTIVITIES**

<b>RECRUITMENT</b>	5 1	Applications Received Applications Sent
<b>ENROLLMENTS</b>	1	New FSS Participant
<b>TERMINATIONS</b>	2	FSS participation terminated due to termination of housing assistance.
<b>MEETINGS &amp; SPECIAL PROJECT</b>	0	There were no scheduled meetings in March
<b>WORKSHOPS:</b>		
Program Presentations		There were no scheduled meetings in March
Money Smart Workshop	2	Disseminated Credit Repair Informational Packets
<b>REFERRALS</b>	1 2 1 4	Job referral from the employment network job board WorkSource Center employment workshops and job fairs Home Ownership Program The Info-Line for assistance in locating social service
<b>GRADUATIONS</b>	3 2 2	Pending requests for graduation Pending graduation Graduations pending approval

If you have any questions, please feel free to contact me at (562) 347-4837.

ML:AS:CLF:dt



## FAMILY SELF-SUFFICIENCY (FSS) REPORT SUPPLEMENT

Listed below are descriptions of frequently used language in the monthly FSS Report.

1. **SASSFA**-Acronym for Southeast Area Social Services Funding Authority. They oversee all the funding for Worksource Centers, who provide job training, job placement, and skill assessment. We have a partnership with them, which in turn benefits our clients by providing services that we would not be able to provide on our own. There are about 75 Worksource Centers located in Southern California.
2. **The Employment Network Job Board** is located in the Family Self-Sufficiency department of the Assisted Housing Division located at 12131 Telegraph Road, Santa Fe Springs, CA and is a compilation of job leads, job requests and training information supplied by our various partnered agencies and is updated on a bi-weekly basis. The network board may also include referrals to other types of services, such as job fairs, resume preparation or social services. All these resources are shared with FSS participants.
3. **Emergency Transportation Assistance** refers to bus tokens issued by FSS staff to FSS participants who are having short term transportation problems. This would include those who have started a new job and need transportation assistance until they receive a pay check; those who need assistance in order to get to a job interview; those who are starting school and may not have been able to make arrangements to carpool prior to enrollment; those who have had a temporary transportation emergency, such as a automobile accident or auto break down. Part of this assistance may also include referrals to other agencies which may have bus tokens or passes available.



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ML:AS:CLF:dt



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**Housing Authority - County of Los Angeles**

FOR YOUR INFORMATION ONLY

April 18, 2012

TO: Housing Commissioners

FROM: Emilio Salas, Deputy Executive Director

*Emilio Salas*

**SUBJECT: STATUS OF THE COMMUNITY DEVELOPMENT BLOCK GRANT-RECOVERY (CDBG-R) PROGRAM, FUNDED BY THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)**

The Community Development Block Grant (CDBG) Division is closely monitoring CDBG-R sub-recipients to ensure that they spend all of their allocated funds by June 30, 2012.

We are currently pacing at an appropriate level: as of April 2, 2012, \$7,283,998.85 (91.49%) of the total \$7,961,797.14 under contract has been expended. To ensure that sub-recipients meet all of the aforementioned grant requirements, we continue to closely monitor their performance. Following are major actions taken since the last report:

- To date, 50 (77%) of the 65 projects have been completed. Some of these were completed below budget, and the excess undisbursed funds were recaptured and reallocated to other existing well-performing CDBG-R activities.
- In order to fully expend the grant funds, as projects are completed and closed out, we continue to reallocate remaining undisbursed funds to other ongoing CDBG or CDBG-R projects that can use the additional funding, and that are in full compliance with the grant requirements.
- CDBG staff is closely monitoring low-performing agencies and providing them with requisite technical assistance to ensure that they adhere to their required corrective actions which include: (a) submittal of any delinquent reimbursement requests; and (b) adherence to the project implementation and expenditure target dates stated in their action plans.

TG:AC:ec

K://TG/ARRA/ARRA Status Report For CDBG-R (As of April 2012)



**Housing Authority - County of Los Angeles**

FOR YOUR INFORMATION ONLY

April 18, 2012

TO: Housing Commissioners

FROM: Emilio Salas, Deputy Executive Director

*Emilio Salas*

**SUBJECT: STATUS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA) HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)**

The Homelessness Prevention and Rapid Re-Housing Program (HPRP) is a collaborative effort among the Community Development Commission-Community Development Block Grant Division (CDC-CDBG), the County's Chief Executive Office, implementing County Departments, local Non-Profit Organizations, and the Los Angeles Homeless Services Authority (LAHSA).

Actions since the last report include the following:

- As of March 29, 2012, \$11,788,294.83. (96.60%) of the \$12,197,108 budget has been expended (see attached chart).
- The monthly partner meeting will be held on April 10, 2012.
- As of March 29, 2012, 1,874 households have been served.
- Approximately \$43,614 in recovered funds will be reprogrammed to Community and Senior Services which will allow one (1) additional month of rental assistance to their existing clientele of 48 families.

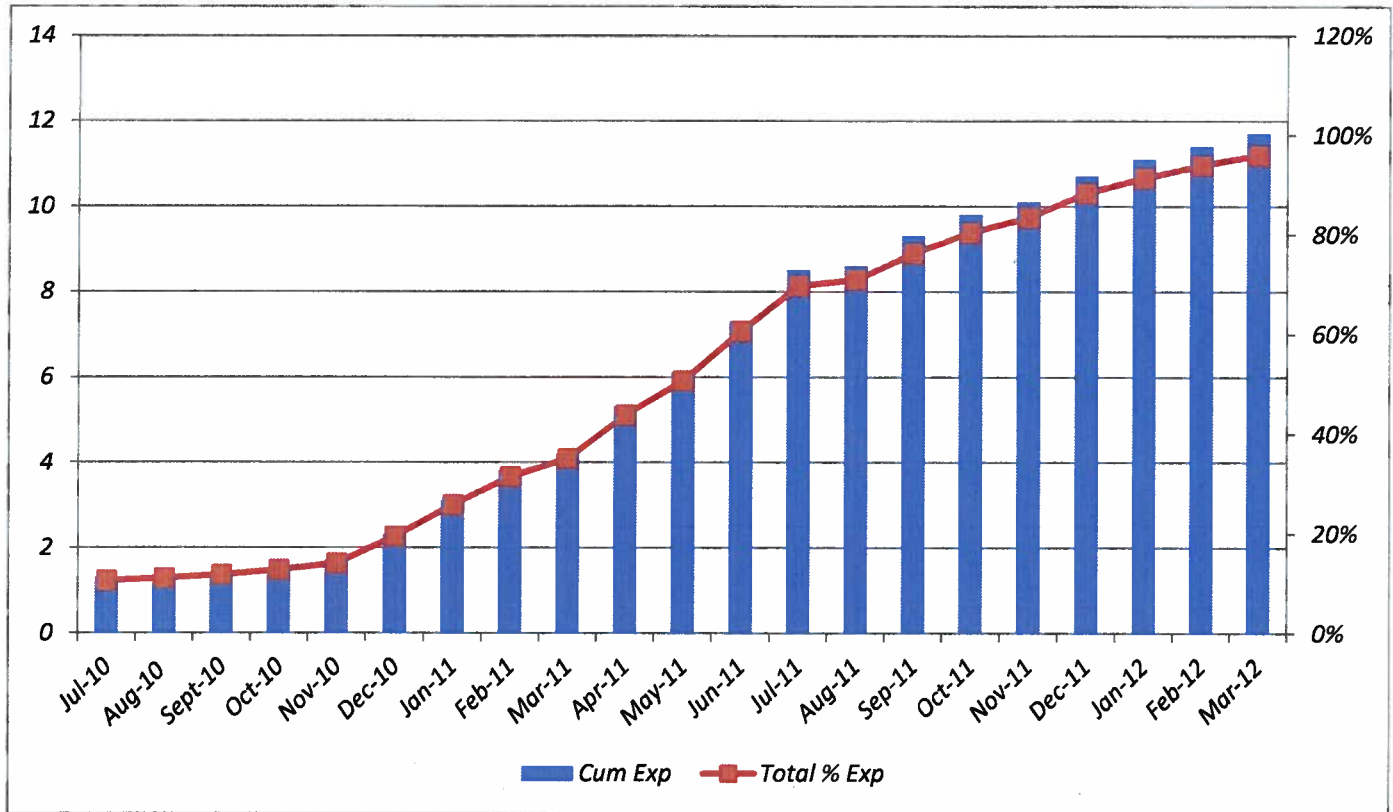
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K:\CDBG COMMON\HPRP\Status Reports to Terry\Status Report to Terry (April 2012).docx

Attachment



## HPRP CUMULATIVE EXPENDITURES, IN MILLIONS



Month	Cum Exp	Total % Exp
Jul-10	\$ 1,258,444.73	10.49%
Aug-10	\$ 1,302,795.89	10.99%
Sept-10	\$ 1,424,267.03	11.68%
Oct-10	\$ 1,548,014.88	12.69%
Nov-10	\$ 1,703,129.97	13.96%
Dec-10	\$ 2,363,254.90	19.38%
Jan-11	\$ 3,137,110.79	25.72%
Feb-11	\$ 3,825,665.90	31.37%
Mar-11	\$ 4,274,043.56	35.04%
Apr-11	\$ 5,340,295.92	43.78%
May-11	\$ 6,179,581.90	50.66%
Jun-11	\$ 7,395,617.17	60.63%
Jul-11	\$ 8,503,153.25	69.71%
Aug-11	\$ 8,655,580.90	70.96%
Sep-11	\$ 9,300,711.68	76.25%
Oct-11	\$ 9,814,782.24	80.47%
Nov-11	\$ 10,182,220.24	83.48%
Dec-11	\$ 10,779,813.49	88.46%
Jan-12	\$ 11,148,894.24	91.41%
Feb-12	\$ 11,459,264.84	93.95%
Mar-12	\$ 11,788,294.83	96.60%



## **Community Development Commission**

FOR YOUR INFORMATION ONLY

March 30, 2012

TO: Each Supervisor

FROM: Sean Rogan, Executive Director



SUBJECT: **UPDATE ON THE PURSUIT AND IMPLEMENTATION OF FUNDING MADE AVAILABLE IN H.R. 1, THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) OF 2009**

On March 31, 2009, the Board of Supervisors (Board) requested that the Community Development Commission/Housing Authority of the County of Los Angeles (CDC/HACoLA) report on the efforts to apply for, or take the necessary steps to accept, each category of funding contained within ARRA that the CDC/HACoLA is eligible to receive, either by formula or by competitive grant application. In all, the CDC/HACoLA was awarded \$33,603,148 of the \$114,312,431 applied for.

### **Funding Awarded**

#### **PUBLIC HOUSING CAPITAL FUND (CF)**

***Funding Amount:*** \$7,401,512 (by formula)

***Award of Funds:*** On March 31, 2009, the Board of Commissioners approved a motion to accept the grant funds, and funding became available to the HACoLA on May 14, 2009.

***Use of Funds:*** The funds are being used for security improvements, energy efficiency work measures, preventive maintenance, and general improvements at 12 public housing developments comprised of 2,500 public housing units. As a direct result of CF formula activities, the HACoLA has reported a total of 73 full-time equivalent jobs (that were created or retained) through the 4<sup>th</sup> Quarter of Program Year (PY) 2010-2011 to FederalReporting.gov.

***Expenditure Levels:*** As first reported on August 31, 2011, all funds have been expended.

***Provisions:*** The HACoLA must obligate 100% of the funds within 1 year, expend 60% of the funds in 2 years, and complete 100% of the fund expenditures in 3 years. The HACoLA has met the mandatory obligation deadline and has expended 100% of the grant.

***Funding Amount:*** \$5,924,000 (Applied for \$22,399,000 by competition.)

***Award of Funds:*** On June 22, 2009, the HACoLA applied for \$16,475,000 in funding for improvements addressing the needs of the elderly and/or people with disabilities and public housing transformation. Additionally, on July 21, 2009, the HACoLA applied for \$5,924,000 in funding for energy efficient/green community projects.

***Use of Funds:*** The HACoLA was only awarded funding in the 'Creation of an Energy Efficient Green Community' category in the amount of \$5,924,000. Funds were granted on September 29, 2009, and are being used at the Nueva Maravilla housing development to reduce energy costs, generate resident and HACoLA energy savings, and reduce greenhouse gas emissions attributable to energy consumption. A total of 28 full-time



equivalent jobs were created or retained through the 2<sup>nd</sup> Quarter of PY 2011-2012 and have been reported to FederalReporting.gov.

**Expenditure Levels:** On December 1, 2009, the Board approved the acceptance of the funds. As of March 20, 2012, the HACoLA had expended \$4,902,868 of the \$5,924,000 obligated.

**Provisions:** The HACoLA must obligate 100% of the funds within 1 year of the date in which funds become available for contracts. The U.S. Department of Housing and Urban Development (HUD) requires the HACoLA to use at least 60% of the funds within 2 years and 100% of the funds within 3 years. The HACoLA has met the mandatory obligation deadline.

#### **COMMUNITY DEVELOPMENT BLOCK GRANT-RECOVERY (CDBG-R)**

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**Funding Amount:** \$8,080,528 (by formula)

**Award of Funds:** The CDC submitted an amendment to the CDBG PY 2008 Action Plan (as required by ARRA) on June 5, 2009, after receiving approval from the Board on June 2, 2009. The CDC received the CDBG-R Grant Agreements on August 26, 2009.

**Use of Funds:** The CDC worked with the agencies affected by CDBG/ARRA regulations and submitted a final list of projects for approval to HUD on August 13, 2009, and the Board on August 18, 2009. Both HUD and the Board approved the list for the CDC's CDBG-R Program. Project activities include public improvements, housing rehabilitation, economic development, public services, and administration.

Third Quarter performance reports were due to the CDC from our participating agencies on March 16, 2012; however, CDC staff did not have adequate time to review the quarterly accomplishments when this report was prepared. Accomplishments have been numerous under the CDBG-R program. To date, public services have been provided for over 30,000 persons and 16 individuals have received employment training services. Rehabilitation services were provided for over 141 single-family units, in addition to energy efficient improvements for 227 housing units. We also completed several public facility improvement projects, and improvements were made to 3 community parks, walkways and trails, and 5 housing units were rehabilitated for a public facility serving the disabled/handicapped. Infrastructure needs have also been addressed, with 5 street improvement projects completed, as well as several sidewalks projects. All of these projects serve communities that are predominantly low- to moderate-income. Activities for this program have begun to wind down since all contracts with participating agencies will end on June 30, 2012. Originally, 65 projects were funded under the CDBG-R program. Most of the projects have been successfully completed and closed out. Currently, we have 17 projects that are still active. Since the inception of the program, a total of 1,549 jobs have been created or retained, which corresponds to 148.29 full-time equivalent positions.

The CDC has recaptured and reallocated funds for lack of expenditure or progress on projects. Funds were reprogrammed into existing CDBG-R activities that were in need of additional funding.

**Expenditure Levels:** As of March 20, 2012, the CDC had expended \$7,262,751 or 89.83% of the total funding.

**Provisions:** The CDC must use all CDBG-R funds by September 30, 2012.



**HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)**

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***Funding Amount: \$12,197,108 (by formula)***

***Award of Funds:*** The CDC submitted a completed application to HUD on May 18, 2009, which was subsequently approved the following June. Trainings on reporting, program monitoring, and general implementation were held for the applicable County Departments on August 19, 2009, and the CDC received the HPRP Grant Agreements on August 20, 2009.

***Use of Funds:*** Implementation of HPRP began on October 1, 2009; and the Departments of Public Social Services, Consumer Affairs, Community and Senior Services, and the Los Angeles Homeless Services Authority (LAHSA) have been working collaboratively to deliver assistance to those in need. In addition, Neighborhood Legal Services began offering legal assistance and representation to persons and families with unlawful detainers on November 1, 2009.

On August 31, 2010, the Board of Commissioners gave approval for 3 non-profit organizations (People Assisting the Homeless, Volunteers of America, and Union Station Homeless Services) to receive funding to provide HPRP services, and added 19 previously unserved cities that did not receive Federal or State HPRP funds within the County. We actively monitored the progress of these activities to ensure compliance with the requirements. Contracts with the 3 non-profit organizations received time extensions until December 31, 2011, to allow for the full expenditure of grant funds.

The HPRP workgroup continues to meet monthly to communicate concerns, provide updates, problem solve to ensure progress until the end of the program, and to discuss closeout procedures for the program. Service providers are no longer taking new clients given the current number of participants being subsidized and cases managed. Contracts with community-based organization service providers ended on December 31, 2011, and only County Department contracts are being tracked and managed. Since the program is ramping down to close within the month or so, a Tenant Resources Pamphlet was developed by the Department of Consumer Affairs to assist persons and families still facing housing challenges as the program ends. We also updated the Los Angeles County Housing Resource Center and all County websites to reflect the closure of the County's HPRP program.

Many individuals are now exiting the program, so the community-based organizations, whose contracts ended on December 31, 2011, are now implementing closeout procedures and have completed final performance reporting, which was due March 16, 2012. From program start, 1,874 households have been served. Of the persons leaving the HPRP program that received homelessness prevention services, 2,281 left the program for rentals without any housing subsidy; 102 left for rentals with a housing subsidy; and a few others left to stay with relatives and friends. A total of 1,343 jobs have been created or retained, which corresponds to 242.79 full-time equivalent positions as of December 31, 2011.

***Expenditure Levels:*** As of March 20, 2012, the CDC had expended \$11,779,429, or 96.45%, of the total funding. We met the 60% expenditure requirement 2 months in advance of the August 18, 2011 deadline. We expect to finish providing services under this program by March 31, 2012.



Each Supervisor  
March 30, 2012  
Page 4

**Provisions:** HUD requires that 60% of the funds be used by August 18, 2011, and 100% by August 18, 2012.

### **Unsuccessful Grant Applications**

#### **GREEN RETROFIT PROGRAM FOR MULTIFAMILY HOUSING**

**Funding Amount:** Applied for \$2,260,000 by competition.

**Award of Funds:** The HACoLA submitted applications for the Kings Road and Lancaster Homes Housing Developments on June 15, 2009. The HACoLA did not receive this grant.

**Use of Funds:** Had the HACoLA been awarded, the funds would have been used for the modernization and rehabilitation of the Kings Road and Lancaster Homes developments.

#### **JUVENILE JUSTICE AND CRIME PREVENTION ACT PROGRAM (JJCPA)/EDWARD BYRNE MEMORIAL COMPETITIVE GRANT PROGRAM**

**Funding Amount:** Applied for \$974,283 by competition.

**Award of Funds:** The CDC submitted an application on April 27, 2009. The CDC did not receive this grant.

**Use of Funds:** Had the CDC been awarded, the funds would have been used to support existing JJCPA programs.

#### **NEIGHBORHOOD STABILIZATION PROGRAM 2 (NSP2)**

**Funding Amount:** Applied for \$61,000,000 by competition.

**Use of Funds:** Had the CDC been awarded, the funds would have been used to supplement the NSP1 program, which includes the HERO program and Rental Infill Sites activities for tenants below 50% of the area median income (AMI).

If you have any questions, please contact me at (323) 890-7400, or Terry Gonzalez, Director, CDBG Division, at (323) 890-7150.

SR\TG\SH\nm  
K:\CDBG COMMON\GR-PIARRA Board Memo\2011\March '12 ARRA Memo.doc

#### **Attachment**

- c: Each Deputy  
Brence Culp, Chief Deputy Chief Executive Officer, Chief Executive Office  
Ellen Sandt, Deputy Chief Executive Officer, Chief Executive Office  
David Seidenfeld, Manager, Chief Executive Office  
Sachi A. Hamai, Executive Officer/Clerk Board of Supervisors  
Lisa Rizzo, Principal Analyst, Chief Executive Office  
Scott Wiles, Special Assistant, Chief Executive Office  
Libby Boyce, Homeless Services Coordinator, Chief Executive Office



<b>The GDC/HAGOLA</b> <b>American Recovery and Reinvestment Act of 2009 (ARRA) Final Award Amounts</b>					
	ARRA GRANT OPPORTUNITY	FUNDING AGENCY	FORMULA AMOUNT/ \$ APPLIED FOR	AMOUNT AWARDED	GRANT AGREEMENT*
1	Capital Fund (formula)	HUD	\$7,401,512	\$7,401,512	Yes
2	Capital Fund (competitive) - Disabilities Category	HUD	\$9,235,000	Did Not Receive	No
3	Capital Fund (competitive) - PH Transformation	HUD	\$7,240,000	Did Not Receive	No
4	Capital Fund (competitive) - Green Technology	HUD	\$5,924,000	\$5,924,000	Yes
5	Community Development Block Grant - Recovery	HUD	\$8,080,528	\$8,080,528	Yes
6	Neighborhood Stabilization Program 2	HUD	\$61,000,000	Did Not Receive	No
7	Homeless Prevention and Rapid Re-Housing Program	HUD	\$12,197,108	\$12,197,108	Yes
8	Green Retrofit Program for Multifamily Housing	HUD	\$2,260,000	Did Not Receive	No
9	Edward Byrne Memorial Competitive Grant	DOJ	\$974,283	Did Not Receive	No
<b>Total Awarded Under ARRA</b>			<b>\$33,603,148</b>		

\*Grant Agreement Received – Funds available for drawdown at U.S. Treasury.



FOR YOUR INFORMATION ONLY

**From:** Elisa Vasquez  
**Sent:** Monday, March 26, 2012 8:46 AM  
**To:** Directors/Managers  
**Cc:** Blair Babcock; Daniel Rofoli; Debra Solis; Elisa Vasquez; Geoffrey Siebens; 'Georganne Colvin'; Gloria Ramirez; Grace Thamawatanakul; Jacqueline Rodarte; Jose Pilpa; Lynna Ochoa; 'Marisela Ocampo'; Meiwen Fang; Nicholas Teske; Pat Case; 'Ray Gomez'; Raymond Webster; Robin Pointer; Samantha Harrison; Susan Lawi-Ayad  
**Subject:** Legislative Update

Hello,

Below please find an update on State and Federal legislative activity of interest to the CDC and/or HACoLA.

### **Redevelopment Legislation**

As cities wrestle with the process of dissolving their redevelopment agencies, AB 1585 (Pérez) has been advancing through the State Legislature. The measure makes various technical fixes to AB 1x 26, clarifying the functions of successor agencies and oversight boards, and protecting affordable housing funds. As it passed at a special meeting of the Assembly Committee on Appropriations last week, AB 1585 could be heard as early as today and then, if approved, sent to the Senate before the end of the week. The Legislature goes on a two-week recess this Friday, March 30, 2012.

The CDC is supportive of AB 1585; however, during the Local Government Committee hearing, the County's Legislative Advocate spoke in opposition of the bill. The County's official position is Oppose Unless Amended as follows:

- 1) To retain only the provisions included in SB 654 (Steinberg).
- 2) To authorize counties to administer oversight board meetings of successor agencies and seek reimbursement for those activities from the Redevelopment Property Tax Trust Fund.

Because of the County's opposition, the CDC cannot advocate for this bill.

### **Congress and the Federal Fiscal Year (FFY) 2013 Budget**

House Republicans released their FFY 2013 Budget proposal last Tuesday, March 20, 2012, to both expected criticism and praise. The proposal uses reconciliation to replace some of the \$500 billion in automatic cuts to defense spending, making it unlikely that sequestration will become an obstacle for the GOP budget to get enough votes when it's expected to be voted upon in the House next week.

Although there are no specific funding details, the budget proposes ominous cuts (at \$18 billion in 2013 and \$261 billion over 10 years) by instructing six committees to find savings through budget reconciliation. House Republican leaders are growing increasingly confident they will have the votes to pass their budget out of the House next week, although it's unlikely it would ever pass the Senate.

We'll keep monitoring and report on these and other legislative matters of impact to the CDC.

Elisa

Elisa E. Vásquez, Manager  
Intergovernmental Relations/Public Information  
Community Development Commission/  
Housing Authority of the County of Los Angeles  
2 Coral Circle  
Monterey Park, CA 91755



phone: 323.890.7415  
fax: 323.890.8580

**Disclaimer:**

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**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

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**Gloria Molina  
Mark Ridley-Thomas  
Zev Yaroslavsky  
Don Knabe  
Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

April 18, 2012

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 S Coral Circle  
Monterey Park, California, 91755

Dear Commissioners:

**CONCUR TO AWARD A CONSTRUCTION CONTRACT TO LETNER ROOFING  
COMPANY FOR ROOF REPLACEMENT AT THE WHITTIER MANOR HOUSING  
DEVELOPMENT IN UNINCORPORATED WHITTIER  
(DISTRICT 1 & 4)**

**SUBJECT**

This letter recommends award of a Construction Contract (Contract) to Letner Roofing Company to complete roof replacement at the Whittier Manor housing development located at 11527 Slauson Avenue in unincorporated Whittier.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Concur to recommend that the Board of Commissioners award and authorize the Executive Director or his designee to execute or amend a Contract and all related documents with Letner Roofing Company, the lowest responsive and responsible bidder, to complete roof replacement at the Whittier Manor housing development, using up to \$219,450 in Community Development Block Grant (CDBG) funds allocated to the First Supervisorial District by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2011-2012 budget.
2. Concur to recommend that the Board of Commissioners authorize the Executive Director or his designee to approve Contract change orders not to exceed \$43,890 for unforeseen project costs, using the same source of funds and following approval as to form by County Counsel.



3. Concur to recommend that the Board of Commissioners authorize the Executive Director or his designee to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract.
4. Concur to recommend that the Board of Commissioners find that the approval of the project and the award of the Contract are exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the project.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to award a Contract for roof replacement, including all accessories and associated work, at the Whittier Manor housing development.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The Housing Authority will fund the improvements with up to \$219,450 in CDBG funds allocated to the First Supervisorial District by HUD and included in the Housing Authority's approved Fiscal Year 2011-2012 budget. The CDBG First District funds were committed to the Whittier Manor Roof Replacement project prior to the redistricting of Whittier Manor to the Fourth District.

A 20% contingency, in the amount of \$43,890 is being set aside for unforeseen costs using the same source of funds. This contingency is recommended because roof replacement often involves unforeseen conditions that extend further than initially identified in the scope of work.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Whittier Manor housing development consists of one three-story residential building with 49 housing units. The scope of work for this Contract includes removal of the existing roof, insulation and all other related items to the decks, replacement with a new specified Styrene-Butadiene-Styrene (SBS) modified bitumen roofing membrane, roof insulation, cool roof coating, and all accessories and associated work.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Letner Roofing Company will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.



The Contract has been approved as to form by County Counsel and executed by Letner Roofing Company.

### **CONTRACTING PROCESS**

On November 16, 2011, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were electronically sent to all 395 Class B licensed contractors identified from the Community Development Commission's vendor list. Advertisements also appeared in the Los Angeles Times newspaper and on the County WebVen and Housing Authority websites.

On December 14, 2011, five bids were received and formally opened. The lowest bidder, All Surface Roofing & Waterproofing Inc. was determined to be non-responsive due to their non-compliance with the specification requirements. The second lowest bidder, Letner Roofing Company, was then determined to be the most responsive and responsible and is being recommended for the Contract award.

The Summary of the Outreach Activities is provided in Attachment A.

### **ENVIRONMENTAL DOCUMENTATION**

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a) (3)(ii), this project is excluded from the National Environmental Policy Act because it involves activities that will not alter existing environmental conditions. It is categorically exempt from the provisions of CEQA. The project, removal of the existing roof, insulation and all other related items to the decks, replacement with a new specified SBS modified bitumen roofing membrane, roof insulation, cool roof coating and all accessories and associated work, is within a class of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 of the CEQA Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

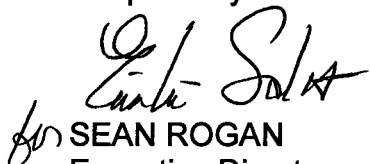


Honorable Board of Commissioners  
April 18, 2012  
Page 4

**IMPACT ON CURRENT PROJECT**

The award of the Contract will replace the older roof at the Whittier Manor housing development, conserve energy, increase cost savings to the Housing Authority and improve services to the residents.

Respectfully submitted,

  
for SEAN ROGAN  
Executive Director

Enclosures



## ATTACHMENT A

### Summary of Outreach Activities Whittier Manor Roof Replacement Project

On November 16, 2011, the following outreach was initiated to identify a contractor for the roof replacement at the Whittier Manor housing development located at 11527 Slauson Avenue, Whittier, CA 90606.

#### A. Newspaper Advertising

Announcements appeared in the following local newspaper:

Los Angeles Times

An announcement was also posted on the County WebVen and CDC websites

#### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to email Invitations for Bids to 395 Class B licensed contractors. As a result of the outreach, thirty-one bid packages were downloaded from the CDC web site.

#### C. Pre-Bid Conference and Site Walk

On November 30, 2011, a mandatory pre-bid conference and site walk was conducted. Thirty two contractors were in attendance.

#### D. Bid Results

On December 14, 2011, a total of five bids were received and publicly opened. The bid result was as follows:

<u>Engineers' Estimate</u>	\$195,900
<u>Company</u>	<u>Bid Amount</u>
All Surface Roofing & Waterproofing Inc.	\$199,209
Letner Roofing Company	\$219,450
Fisher Contractor Inc.	\$219,750
Western States Roofing & Construction	\$246,907
Tecta America	\$313,000



E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Letner Roofing Company	Non-Minority	Total: 250 193 Minorities 16 Women 77% Minorities 6% Women

F. Minority/Female Participation – Contractors Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
All Surface Roofing & Waterproofing	Non-Minority	Total: 12 9 Minorities 1 Woman 75% Minorities 8% Women
Fisher Contractor Inc	Minority	Total: 7 7 Minorities 0 Women 100% Minorities 0% Women
Western States Roofing & Construction	Non-Minority	Total: 45 39 Minorities 3 Women 86% Minorities 7% Women
Tecta America	Non-Minority	Total: 50 41 Minorities 4 Women 82% Minorities 8% Women



The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.



## **ATTACHMENT B**

### **Contract Summary**

**Project Name:** Whittier Manor Roof Replacement Project  
**Location:** 11527 Slauson Avenue, Whittier, CA 90606  
**Bid Number:** CDC11-322  
**Bid Date:** December 14, 2011  
**Contractor:** Letner Roofing Company  
**Services:** Includes new specified Styrene-Butadiene-Styrene (SBS) modified bitumen roofing membrane, roof insulation, cool roof coating, all accessories and associated work

**Contract Documents:** Part A – Instructions to Bidders and General Conditions; Part B – Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, Other Statements of Bidder; and all Addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Contract shall commence within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within **Sixty** (60) calendar days following the required commencement date.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Five Hundred Dollars and Zero Cents (\$500.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **Two Hundred Nineteen Thousand Four Hundred Fifty Dollars (\$219,450)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency:** \$43,890





**HOUSING AUTHORITY  
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**Gloria Molina  
Mark Ridley-Thomas  
Zev Yaroslavsky  
Don Knabe  
Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

April 18, 2012

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 S Coral Circle  
Monterey Park, California, 91755

Dear Commissioners:

**CONCUR TO AWARD A CONSTRUCTION CONTRACT TO MAGIC HAMMER  
DEVELOPMENT INC. FOR PARKING LOT MODERNIZATION AT SOUTH BAY  
GARDENS HOUSING DEVELOPMENT IN UNINCORPORATED WILLOWBROOK  
(DISTRICT 2)**

**SUBJECT**

This letter recommends award of a Construction Contract (Contract) to Magic Hammer Development, Inc., to complete the modernization of one parking lot and adjacent sidewalks at the South Bay Gardens housing development located at 230 E. 130th Street in unincorporated Willowbrook.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Concur to recommend that the Board of Commissioners award and authorize the Executive Director or his designee to execute or amend a Contract and all related documents with Magic Hammer Development, Inc., the lowest responsive and responsible bidder, to complete the modernization of one parking lot and adjacent sidewalks at the South Bay Gardens housing development, using up to \$107,530 in Community Development Block Grant (CDBG) funds allocated to the Second Supervisorial District by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2011-2012 budget.
2. Concur to recommend that the Board of Commissioners authorize the Executive Director or his designee to approve Contract change orders not to exceed \$21,506 for unforeseen project costs, using the same source of funds and following approval as to form by County Counsel.





3. Concur to recommend that the Board of Commissioners authorize the Executive Director or his designee to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract.
4. Concur to recommend that the Board of Commissioners find that the approval the project and the award of the Contract are exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the project.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to award a Contract for the modernization of one parking lot and adjacent sidewalks, including all accessories and associated work, at the South Bay Gardens housing development.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The Housing Authority will fund the improvements with up to \$107,530 in CDBG funds allocated to the Second Supervisorial District by HUD and included in the Housing Authority's approved Fiscal Year 2011-2012 budget.

A 20% contingency, in the amount of \$21,506 is being set aside for unforeseen costs using the same source of funds. This contingency is recommended because this type of modernization often involves unforeseen conditions that extend further than initially identified in the scope of work.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The South Bay Gardens housing development consists of one large three-story residential building with 100 housing units. The scope of work for this Contract includes re-slurry seal and re-stripping of one parking lot, replacement of concrete slabs under the carports, replacement of adjacent sidewalks, and all accessories and associated work.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Magic Hammer Development will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract has been approved as to form by County Counsel and executed by Magic Hammer Development, Inc.



### **CONTRACTING PROCESS**

On January 31, 2012, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were electronically sent to all 395 Class B licensed contractors identified from the Community Development Commission's vendor list. Advertisements also appeared in the Los Angeles Times newspaper and on the County WebVen and Housing Authority websites.

On February 29, 2012, three bids were received and formally opened. The lowest bidder, Magic Hammer Development Inc., was determined to be the most responsive and responsible and is being recommended for the Contract award.

The Summary of the Outreach Activities is provided in Attachment A.

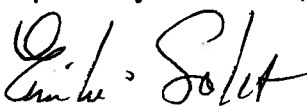
### **ENVIRONMENTAL DOCUMENTATION**

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a) (3)(ii), this project is excluded from the National Environmental Policy Act because it involves activities that will not alter existing environmental conditions. It is categorically exempt from the provisions of CEQA. The project, modernization of one parking lot, adjacent sidewalks, including all accessories and associated work, is within a class of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 of the CEQA Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

### **IMPACT ON CURRENT PROJECT**

The award of the Contract will modernize the South Bay Gardens housing development and provide residents with an Americans with Disabilities Act code-compliant and properly maintained parking lot and adjacent sidewalks.

Respectfully submitted,



*for* SEAN ROGAN  
Executive Director

Enclosures



## ATTACHMENT A

### Summary of Outreach Activities South Bay Gardens Parking Lot Resurfacing Project

On January 31, 2012, the following outreach was initiated to identify a contractor for the modernization of one parking lot, adjacent sidewalks, including all accessories and associated work, at the South Bay Gardens housing development located at 230 E. 130<sup>th</sup> Street, Los Angeles, CA 90061.

#### A. Newspaper Advertising

Announcements appeared in the following local newspaper:

Los Angeles Times

An announcement was also posted on the County WebVen and CDC websites

#### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to email Invitations for Bids to 395 Class B licensed contractors. As a result of the outreach, thirty-six bid packages were downloaded from the CDC web site.

#### C. Pre-Bid Conference and Site Walk

On February 15, 2012, a mandatory pre-bid conference and site walk was conducted. Seventeen contractors were in attendance.

#### D. Bid Results

On February 29, 2012, a total of three bids were received and publicly opened. The bid result was as follows:

<u>Engineers' Estimate</u>	\$95,000
<u>Company</u>	<u>Bid Amount</u>
Magic Hammer Development, Inc.	\$107,530
Oceanstate Development, Inc.	\$107,571
C.A.S. General Contractor	\$110,350



E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Magic Hammer Development Inc	Non-Minority	Total: 5 2 Minorities 1 Woman 40% Minorities 20% Women

F. Minority/Female Participation – Contractors Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Oceanstate Development, Inc.	Non-Minority	Total: 6 4 Minorities 2 Women 67% Minorities 33% Women
C.A.S General Contractor	Minority	Total: 3 3 Minorities 0 Women 100% Minorities 0% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.



## **ATTACHMENT B**

### **Contract Summary**

**Project Name:** South Bay Gardens Parking Lot Resurfacing Project  
**Location:** 230 E. 130<sup>th</sup> Street, Los Angeles, CA 90061  
**Bid Number:** CDC12-007  
**Bid Date:** February 29, 2012  
**Contractor:** Magic Hammer Development, Inc.  
**Services:** Includes re-slurry and re-striping of the parking lot, replacement of concrete slabs under the carports, replacement of concrete sidewalks, and all accessories and associated work

**Contract Documents:** Part A – Instructions to Bidders and General Conditions; Part B – Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, Other Statements of Bidder; and all Addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Contract shall commence within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within **Sixty (60)** calendar days following the required commencement date.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Five Hundred Dollars and Zero Cents (\$500.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **One Hundred and Seven Thousand Five Hundred Thirty Dollars (\$107,530)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency:** **\$21,506**





**HOUSING AUTHORITY  
of the County of Los Angeles**

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**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*  
**April 18, 2012**

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**ACCEPTANCE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR  
PROJECTS IDENTIFIED IN THE 2012-2013 ACTION PLAN FOR THE ALLOCATION  
OF FEDERAL FUNDS (ALL DISTRICTS)**

**SUBJECT**

This letter recommends acceptance of \$1,400,000 in Fiscal Year 2012-2013 Community Development Block Grant (CDBG) funds from the Community Development Commission (Commission). These funds are used for various CDBG-eligible programs administered by the Housing Authority and included in the County of Los Angeles' Fiscal Year 2012-2013 Action Plan, which will be presented to the Board of Supervisors on May 22, 2012. This letter also recommends approval for the Housing Authority to continue administration of \$1,140,814 in prior year CDBG funds.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the acceptance of Fiscal Year 2012-2013 CDBG funds from the Commission is not subject to the provisions of the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA.
2. Recommend that the Board of Commissioners authorize the Housing Authority to accept \$1,400,000 in Fiscal Year 2012-2013 CDBG funds from the Commission, and to continue administration of \$1,140,814 in prior year CDBG funds, which will be requested for incorporation into the Housing Authority's Fiscal Year 2012-2013 budget through the Housing Authority's annual budget approval process, subject to final notification of approval by the U.S. Department of Housing and Urban Development (HUD).





### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The National Affordable Housing Act of 1990 (Cranston/Gonzalez Housing Act), as amended in 1992, requires that the County provide a single, consolidated submission of the proposed expenditure of funds to be eligible for HUD formula grant funding, including CDBG, HOME Investment Partnerships, and Emergency Solutions Grant. The Action Plan for Fiscal Year 2012-2013 (Action Plan) satisfies these federal requirements to provide for the release of funds.

The Action Plan identifies a total of \$1,400,000 in Fiscal Year 2012-2013 CDBG funds for projects that will be administered by the Housing Authority. The purpose of this letter is to accept these funds into the Housing Authority's budget, and to continue administration of \$1,140,814 in prior year CDBG funds. Attachment A provides a breakdown of the funds allocated to the Housing Authority by project, as well as a description of each project to be funded.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The Action Plan allocates \$1,400,000 in new Thirty-Eighth Program Year (July 1, 2012 to June 30, 2013) CDBG funds and \$1,140,814 in prior year CDBG funds that will be incorporated through the Fiscal Year 2012-2013 Housing Authority budget approval process.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On May 27, 2008, the Board of Supervisors approved the Five-Year Consolidated Plan for 2008-2013 and the Fiscal Year 2008-2009 Action Plan. These documents have been updated as required by HUD. The current Fiscal Year 2011-2012 Action Plan ends on June 30, 2012, and a new plan must be adopted by the Board of Supervisors in order to receive continued funding from HUD. The Action Plan includes a description of the activities to be undertaken during Fiscal Year 2012-2013 to address the objectives of the Consolidated Plan's five-year strategy. A list of the Housing Authority projects included in the Action Plan is provided in Attachment A.

All of the projects proposed in the Action Plan are being federally funded. As applicable, the administering agencies will be subject to the prevailing wage requirements of the Davis-Bacon Act and related Acts and Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance. However, where Section 3 is not applicable, the agencies will be subject to the County's Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) Program, which furthers the same or similar goals.



Honorable Housing Commissioners  
April 18, 2012  
Page 3

### **ENVIRONMENTAL DOCUMENTATION**

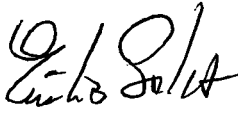
The acceptance of Fiscal Year 2012-2013 CDBG funds from the Commission is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3), because it is an administrative action and does not involve activities that will alter existing environmental conditions. The action is not subject to the provisions of CEQA, pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

Each program within the Action Plan will be reviewed for environmental impact on a project-by-project basis before funding is released.

### **IMPACT ON CURRENT PROJECTS**

The projects contained in the Action Plan will benefit low- and moderate-income residents of the unincorporated County and participating cities.

Respectfully submitted,

  
for SEAN ROGAN  
Executive Director

Enclosures



**ATTACHMENT A**  
**HOUSING AUTHORITY PROJECTS FOR FISCAL YEAR 2012-2013**

	<b>PROJECTS (New Funding)</b>	
<b>Project Title (District)</b>	<b>Project Description</b>	<b>Funding</b>
Nueva Maravilla Childcare Center Rehabilitation (First)	Provides for the rehabilitation of the Nueva Maravilla Childcare Center play area and two modular units located at the site. Rehabilitation of the childcare center will include new flooring in the play area, playground equipment and ADA improvements to the surrounding narrow concrete sidewalks/pathways that create barriers for handicap persons that need wheelchair access. Rehabilitation work in the modular units will include new flooring, lighting, painting, construction of new steps at the north end of the building and upgrading the bathrooms to be ADA compliant.	\$400,000
Big Normandie Drainage (Second)	Provides for the design and installation of a new drainage system on the west side of the Big Normandie housing development. Flooding from rain storms has caused structural damage, and flooding in units. The new drainage system will divert water to the street and away from the housing units and walkways.	\$200,000
South County Exterior Painting (Second)	Provides for painting, patching stucco, repair and/or replacement of fascia boards and other repairs as needed at various sites in South Los Angeles County.	\$500,000
Orchard Arms Roof Replacement (Fifth)	Provides for the replacement of deteriorated roofing at the Orchard Arms senior housing development. The roof will be removed and replaced with new flashing, down spouts and gutters.	\$300,000
	<b>TOTAL:</b>	<b>\$1,400,000</b>



**ATTACHMENT A**  
**HOUSING AUTHORITY PROJECTS FOR FISCAL YEAR 2012-2013**  
**(CONTINUED)**

	<b>CONTINUING PROJECTS (Prior Year Funding)</b>	
<b>Project Title (District)</b>	<b>Project Description</b>	<b>Funding</b>
Ujima Village Vacant Property Security System (Second)	Provides for the leasing of a modular steel vacant unit security system for the Ujima Village housing development.	\$26,861
Ujima Village (Demolition) Relocation (Second)	Provides CDBG funds to the Housing Authority of the County of Los Angeles (HACoLA) to pay for relocation costs associated with Ujima Village housing development in the Second Supervisorial District. Any unspent funds will be used for demolition and clearance activities at Ujima Village..	\$1,113,953
		<b>\$1,140,814</b>





**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • [www.lacdc.org](http://www.lacdc.org)



**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

April 18, 2012

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**RECOMMEND THE APPROVAL OF THE HOUSING AUTHORITY OF  
THE COUNTY OF LOS ANGELES FISCAL YEAR 2012-2013 BUDGET**

**SUBJECT**

This letter recommends approval of the Fiscal Year 2012-2013 Budget of the Housing Authority of the County of Los Angeles, which includes revenues and expenditures of \$328,506,000.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution (Attachment A) approving the Housing Authority of the County of Los Angeles (Housing Authority) Fiscal Year 2012-2013 Budget (Budget), which includes revenues and expenditures of \$328,506,000.
2. Recommend that the Board of Commissioners instruct the Chairman to sign the related Transmittal Resolution (Attachment B) certifying submission of the Budget by the Board to the U.S. Department of Housing and Urban Development (HUD).
3. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution (Attachment C) approving the cost allocation model developed in conjunction with the Housing Authority's external auditors, Klynveld Peat Marwick Goerdeler (KPMG) in April 2002.



4. Recommend that the Board of Commissioners instruct the Executive Director to implement the Budget and take all related actions, including execution of all required documents, for the purposes described herein, following approval as to form by County Counsel.
5. Recommend that the Board of Commissioners find that the approval of the Budget is not subject to the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to approve the Fiscal Year 2012-2013 Budget of the Housing Authority. HUD requires that the Board of Commissioners approve the Fiscal Year 2012-2013 Budget prior to the release of funds for continued operation of the Assisted Housing Division, Housing Management Division, City of Industry Funds and the University of California Cooperative Extension program.

The Housing Authority must receive formal approval annually for its cost allocation plan that was developed in 2002 by KPMG, its external auditors at the time. The details of the allocation plan were previously submitted to your Commission in May 2007, and subsequently approved in June 2007. The allocation methodology remains the same for Fiscal Year 2012-2013.

#### **FISCAL IMPACT/FINANCING**

The Housing Authority's Fiscal Year 2012-2013 Budget includes a request to the Chief Executive Office for \$475,000 in County General Funds to support the University of California Cooperative Extension Program (Cooperative Extension).

On November 18, 2011, the President signed the Federal Fiscal Year (FFY) 2012 Consolidated Appropriations Act which included \$37.4 billion for HUD; this is a decrease of \$3.7 billion, or 9 percent less than HUD's FFY 2011 funding level. Consequently, the Housing Choice Voucher administrative fees were reduced for the second year in a row by an additional 7 percent, and Public Housing Capital Funds were reduced by 14 percent. In addition, Community Development Block Grant (CDBG) and HOME Investment Partnerships Program funds, which are administered by the Community Development Commission (Commission), were reduced by 12 and 38 percent, respectively. As a result of these reductions, the Housing Authority was forced to reduce full-time equivalent staffing levels by 19 employees, with an overall budget reduction of over \$11 million. Overall, between the Commission and the Housing Authority, a net of 66 positions were eliminated for Fiscal Year 2012-2013.



The proposed Housing Authority Fiscal Year 2012-2013 Budget is \$328,506,000, a decrease of \$11,578,600 from Fiscal Year 2011-2012. This decrease is primarily due to reduced CDBG program funding and less Public Housing Capital Program funds available due to reduced funding from HUD and expiring grants from previous years.

The following table compares funding levels for Fiscal Years 2011-2012 and 2012-2013.

Housing Authority	2011-2012 Budget	2012-2013 Budget
<b>Divisions</b>		
Assisted Housing – Section 8 Rental Assistance	\$ 272,006,700	\$ 273,290,900
Housing Management – Public Housing	\$ 34,103,300	\$ 28,682,100
Housing Management – Capital Fund	\$ 12,578,400	\$ 7,156,600
<b>Other Programs</b>		
City of Industry – Tax Increment	\$ 18,961,300	\$ 18,901,400
Fraud Investigation/Program Compliance Unit	\$ 1,959,900	\$ 0
Cooperative Extension	\$ 475,000	\$ 475,000
<b>TOTAL</b>	<b>\$ 340,084,600</b>	<b>\$ 328,506,000</b>
<b>Staffing</b>		
Regular Staff	284.15	285.96
Contract Staff	64.40	43.60
<b>TOTAL</b>	<b>348.55</b>	<b>329.56</b>

#### Assisted Housing Division

During Fiscal Year 2012-2013, the Assisted Housing Division will administer an allocation of 23,869 vouchers for a total of \$273,290,900. This is an increase of \$1,284,200 over Fiscal Year 2011-2012, due to the Housing Authority's increased lease-up expenses and additional Family Self Sufficiency (FSS) funds.

For the Calendar Year 2012, the Division budgeted for nine FSS Coordinators with grant funds of \$621,000, which is an increase of \$345,000 from last year. These additional funds will enable the division to provide FSS assistance to an additional 65 families.



In July 2011, the Housing Authority with HUDs approval merged five of the six small city programs with the Los Angeles County Housing Authority's allocation. The City of West Hollywood is the last remaining small city and has been approved by HUD for consolidation with the Los Angeles Housing Authority Voucher program by July 2012.

#### Housing Management Division

The Housing Management Division manages and maintains 2,962 public housing units and 296 affordable housing units and provides resident services such as computer centers, after-school homework assistance, counseling services, and other programs for youth.

During Fiscal Year 2012-2013, the Housing Management Division will administer a total of \$28,682,100, which includes operating subsidy funds received from HUD, public housing rental revenue from tenants, and other sources. The Budget reflects a decrease of \$5,421,200 from Fiscal Year 2011-2012 budget due to decreased CDBG funding for rehabilitation projects and the completion of the Energy Performance contract. CDBG funds included in Fiscal Year 2012-2013 for Housing Management total \$2,540,814 and are comprised of \$1,140,814 carried over from Fiscal Year 2011-2012, and the new year's allocation amount of \$1,400,000. CDBG funds will be used for public housing improvements.

The Resident Services Programs (RSPs) within the Housing Management Division provide services to youth, families, seniors, and residents with disabilities. Programs include adult literacy, after-school programs, workforce development, and elderly supportive services. The RSPs continue to look for ways to maximize their services and, to this end, have partnered with local colleges, faith-based organizations, and non-profits. Volunteerism remains a focal point for the RSPs; volunteers provide the assistance needed to build capacity and enhance resident services programs operated at the Public Housing Sites.

The Housing Management Division also manages the Capital Fund Program (CFP), which is budgeted at \$7,156,600 which is a decrease of \$5,421,800 due to reduced funding from HUD and completion of ARRA and prior years grants. The CFP funds are received annually through an allocation from HUD based on formula. These funds are used to rehabilitate housing units, perform site improvements and provide management improvements.

#### Other Programs

Other Housing Authority programs include the Cooperative Extension program, which is administered by the University of California and provides educational programs for Los Angeles County residents on topics including good nutrition, youth development, urban gardening, natural resources issues, and agriculture. Programs are offered free or at a low cost to all County residents, and include the Master Gardener Program, the



Expanded Food and Nutrition Education Program, the Farm Advisor, and the Master Food Preservation Program. Special events, including nutrition education and gardening workshops, are offered at County public housing sites as well as many other locations around the County. Its budget is comprised of \$475,000 in County General Funds.

Also included in the Housing Authority Budget is the City of Industry Tax Increment Program as required under California Government Code section 65584.3. The Housing Authority receives allocations of tax increment funds from the City of Industry to develop housing for low-income individuals, families, and special needs populations. These funds are budgeted at \$18,901,400, which are allocated to the Housing Authority and included in its budget, but are administered by the Commission.

#### Housing Authority Staff

Housing Authority staff will decrease by a net of 19 positions, due to layoffs resulting from the significant administrative fund reductions received from HUD as well as the redistribution of existing position authority.

A breakdown of staff information by program is provided in Attachment D.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

HUD requires that the Board of Commissioners adopt a Resolution approving the Housing Authority Budget for administration of Housing Authority programs. The Resolution has been approved as to form by County Counsel.

The Resolution approving the Fiscal Year 2012-2013 Budget and related HUD Transmittal Resolution are provided as Attachments A and B, respectively. The Resolution for adopting the cost allocation policy is provided as Attachment C. Published Budget Pages, detailing goals and objectives, and related expenditures for the upcoming year are provided as Attachment D.

#### **ENVIRONMENTAL DOCUMENTATION**

Approval of the Housing Authority's Fiscal Year 2012-2013 Budget is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. The activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378(b) because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.



Honorable Housing Commissioners  
April 18, 2012  
Page 6

**IMPACT ON CURRENT SERVICES**

Approval of the Fiscal Year 2012-2013 Budget of the Housing Authority will enable housing programs to continue for low- and very low-income families and seniors.

Respectfully submitted,



*for* SEAN ROGAN  
Executive Director

Enclosures



ATTACHMENT A

RESOLUTION APPROVING THE FISCAL YEAR 2012-2013  
BUDGET OF THE HOUSING AUTHORITY OF THE  
COUNTY OF LOS ANGELES

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Los Angeles has received the Budget for Fiscal Year 2012-2013 and has found:

1. That the proposed expenditures are necessary for the efficient and economical operation of housing programs for the purpose of serving low- and very-low income families.
2. That the budget is reasonable in that:
  - (a) It indicates a source of funding adequate to cover all proposed expenditures.
  - (b) It does not provide for use of federal funding in excess of that payable under the provisions of 24 Code of Federal Regulations Part 990.
3. That all proposed rental charges and expenditures will be consistent with provisions of law and the Annual Contributions Contracts with the U.S. Department of Housing and Urban Development.
4. That no employee serving in a variety of positions is reflected in the operating budget as serving an aggregate amount of time exceeding 100 percent.
5. That the U.S. Department of Housing and Urban Development requires that the use of Section 8 Operating Reserve funds for other housing purposes, in the amount of \$50,000 or greater, must be approved by the Board of Commissioners.

WHEREAS, it is necessary for the Board of Commissioners of the Housing Authority of the County of Los Angeles to adopt an annual budget.

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the County of Los Angeles hereby resolves as follows:

1. The above recitals are true and correct.
2. The Housing Authority of the County of Los Angeles adopts the following budgeted revenues and appropriations for Fiscal Year 2012-2013, as set



forth in the Annual Budget for the Housing Authority of the County of Los Angeles:

Estimated Funding: \$328,506,000

Expenditure and Reserve Appropriations: \$328,506,000

3. That the use of Section 8 Operating Reserve funds for other housing purposes, in the amount of \$50,000 or greater, must be approved by the Board of Commissioners.
4. This Resolution shall take effect immediately.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles on this \_\_\_\_ day of \_\_\_\_\_, 2012.

ATTEST:

SACHI A. HAMAI  
Executive Officer-Clerk of the  
Board of Commissioners

ZEV YAROSLAVSKY  
Chairman, Board of Commissioners

By: \_\_\_\_\_  
Deputy

By: \_\_\_\_\_

APPROVED AS TO FORM:

John Krattli  
Acting County Counsel

By: \_\_\_\_\_  
Deputy



**PHA Board Resolution**  
 Approving Operating Budget

**U.S. Department of Housing  
and Urban Development**  
 Office of Public and Indian Housing -  
 Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
 (exp.12/31/2012)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of The County of Los Angeles      PHA Code: CA002

PHA Fiscal Year Beginning: July 1, 2012      Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 06/05/2012
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: <b>ZEV YAROSLAVSKY</b>	Signature:	Date: <b>06/05/2012</b>
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ATTACHMENT C

RESOLUTION APPROVING THE FISCAL YEAR 2012-2013  
COST ALLOCATION PLAN OF THE HOUSING AUTHORITY OF THE  
COUNTY OF LOS ANGELES

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Los Angeles has received the Cost Allocation Plan for Fiscal Year 2012-2013 and has found:

1. That the proposed cost allocation plan is a reasonable and supportable methodology of allocating centralized administration costs to housing and/or development programs.
2. That the proposed cost allocation plan will be consistent with cost principles set forth in the Office of Management & Budget (OMB) Circular A-87, Cost Principles for State, Local and Indian Tribal Governments and other generally applied cost allocation methods.

WHEREAS, it is necessary for the Board of Commissioners of the Housing Authority of the County of Los Angeles to adopt a cost allocation plan.

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the County of Los Angeles, hereby resolves as follows:

1. The above recitals are true and correct.
2. The Housing Authority of the County of Los Angeles adopts the following cost allocation plan, as required by the U.S. Department of Housing and Urban Development.
3. This resolution shall take effect immediately following Board approval and will be effective until a major change is proposed to be made in the methodology, at which time, the new cost allocation plan will be submitted for approval by this governing body.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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ATTEST:

SACHI A. HAMAI  
Executive Officer-Clerk of the  
Board of Commissioners

By: \_\_\_\_\_  
Deputy

ZEV YAROSLAVSKY  
Chairman, Board of Commissioners

By: \_\_\_\_\_

APPROVED AS TO FORM:

John Krattli  
Acting County Counsel

By: \_\_\_\_\_  
Deputy



# ATTACHMENT D



**AN OVERVIEW FROM THE DIRECTOR: Margarita Lares****ASSISTED HOUSING DIVISION**

Since 1975, HACoLA's Assisted Housing Division has administered the Section 8 program within the Los Angeles County jurisdiction. HACoLA receives funding from the U.S. Department of Housing and Urban Development (HUD) to provide housing assistance to extremely low and very low-income individuals, families, senior citizens, and persons with disabilities residing in the unincorporated area of Los Angeles County and 62 participating cities. The Assisted Housing Division is proud to assist over 22,000 families through the Section 8 program rent subsidies in the form of housing assistance payments (HAPs) to over 10,000 private property owners.

**FAMILY SELF-SUFFICIENCY PROGRAM**

In addition to providing rental subsidy assistance, the Assisted Housing Division's Family Self-Sufficiency Program empowers Section 8 recipients to become economically independent by providing families with community based services and resources.

**SPECIAL PROGRAMS**

The Division also offers a variety of Section 8 special programs for homeless individuals and families through the Homeless Program, HUD-VASH, HOPWA, and Shelter Plus Care programs. They each have different eligibility requirements and each target various segments of low-income households such as persons with AIDS and homeless individuals.

**MODERATE REHABILITATION PROGRAM**

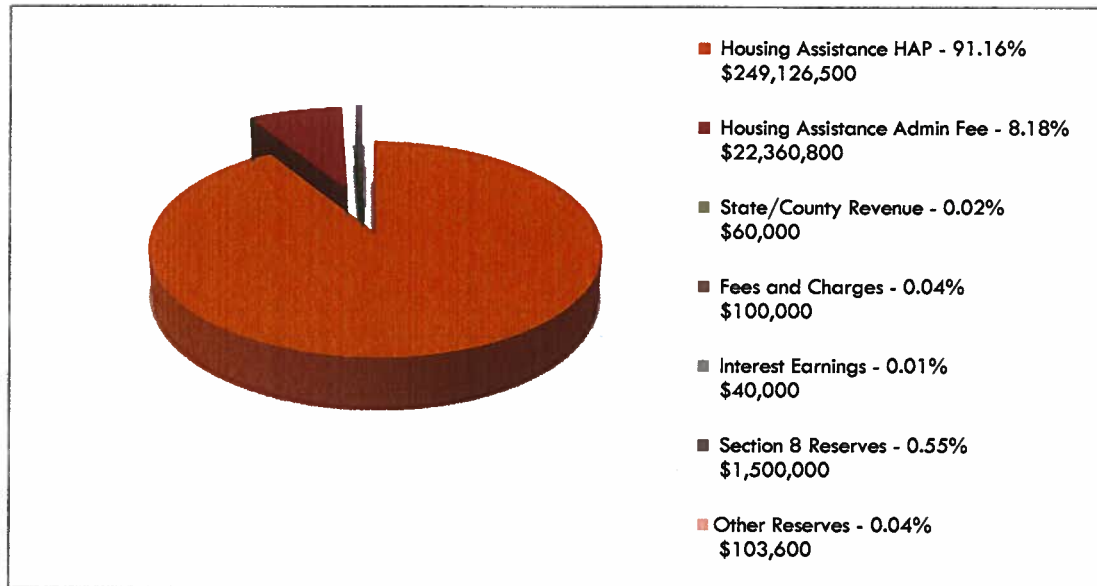
The Moderate Rehabilitation Program is a unit-based rental subsidy program for low to moderate-income individuals and families. Although funding is no longer available for new participants, the Assisted Housing Division continues to assist approximately 280 existing families.



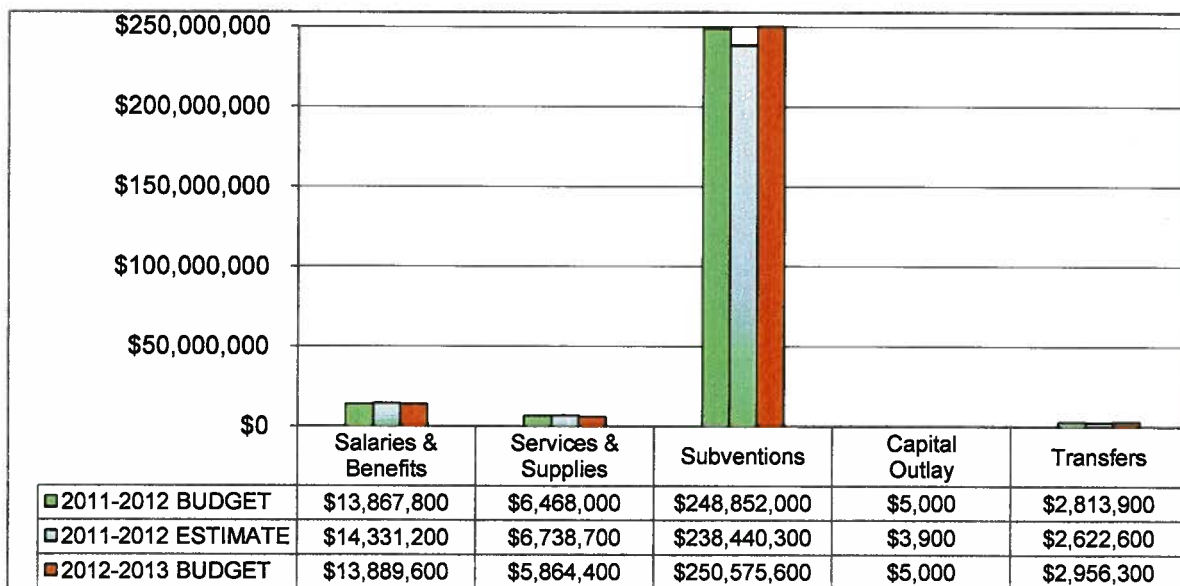


## DIVISION BUDGET \$273,290,900

### Sources of Funds



### Uses of Funds



	2011-12 BUDGET	2011-12 ESTIMATE	2012-13 BUDGET
<b>TOTAL BUDGET</b>	<b>\$272,006,700</b>	<b>\$262,136,700</b>	<b>\$273,290,900</b>
<b>TOTAL EMPLOYEES</b>	<b>190.00</b>	<b>189.25</b>	<b>189.65</b>
Number of Regular Employees	170.00	166.78	174.05
Number of Contract Employees	20.00	22.47	15.60



## DEPARTMENT OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS

## HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM

**Mission:** Provide quality housing assistance with care and integrity in Los Angeles County, and continue to improve operations and efficiencies to become a high performer.

	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimate</b>	<b>FY 12-13 Budget</b>
<i>Total Budget:</i>	\$254,534,700	\$244,884,800	\$252,115,400
<i>Number of Employees:</i>	178.15	172.40	165.55

**FY 11-12 Major Accomplishments:**

1. Earned 15 points for indicator 3, Determination of Adjusted Income, on SEMAP by reducing the error rate in calculations.
2. Received a High Performer rating under SEMAP.
3. AH is on pace to receive the SEMAP High Performer rating by June 30, 2012.
4. Utilized 98% of allocated vouchers and expended over 99% of annual Housing Assistance Payments (HAP) funding.
5. Completed 99.8% of annual Housing Quality Standards inspections within 12 months of their due date, earning maximum points under SEMAP for this indicator.
6. Completed 99.8% of annual reexaminations prior to the fiscal year-end, earning maximum points under SEMAP for this indicator.
7. Developed and implemented an owner portal and tenant reexamination portal through the AHD website.
8. Two Kiosks were added in the Santa Fe Springs and Palmdale offices, allowing tenants easier access to services.

**FY 12-13 Major Goals:**

1. Maximize voucher/budget utilization by maintaining a 98% or higher voucher and budget utilization rate.
2. Maintain a High Performer rating under SEMAP.
3. Earn minimum points or higher for indicator 3, Determination of Adjusted Income, on SEMAP by reducing the error rate in calculations.
4. Complete 98% or higher of annual Housing Quality Standards inspections within 12 months of their due date.
5. Continue to improve and streamline customer service and communication through improved web features and portals specifically designed to facilitate access to information for owners and tenants.
6. Complete 98% or higher of annual reexaminations prior to the fiscal year-end.



**SMALL CITY**

**Mission:** To administer the Section 8 Program for the City of West Hollywood cost effectively and in compliance with HUD regulations, until the transfer is completed.

	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimate</b>	<b>FY 12-13 Budget</b>
<i>Total Budget:</i>	\$910,300	\$915,900	\$0
<i>Number of Employees:</i>	0.55	0.55	0.00

**FY 11-12 Major Accomplishments:**

1. Received approval from HUD Headquarters to transfer the Small City of West Hollywood by voucher allocations to the County Section 8 Program by June 30, 2012. On January 20, 2012, the Community Development Commission received approval from HUD to absorb the baseline units and ACC for West Hollywood. This program will be transferred to the Housing Choice Voucher (Section 8) Program effective 7/1/2012.
2. Received High Performer rating under the Section 8 Management Assessment (SEMAP) for the City of West Hollywood which is administered by HACoLA.

**SHELTER PLUS CARE**

**Mission:** Provide rental assistance services to low-income individuals with special needs in compliance with HUD regulations.

	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimate</b>	<b>FY 12-13 Budget</b>
<i>Total Budget:</i>	\$8,292,800	\$8,419,300	\$10,908,600
<i>Number of Employees:</i>	4.00	4.15	5.15

**FY 11-12 Major Accomplishments:**

1. Administered 24 grants; 9 five-year grants and 15 one-year grants
2. These grants assisted 801 homeless families with special needs; 238 families under the five-year grants and 563 families under the one-year grants.

**FY 12-13 Major Goals:**

1. Administer 25 Shelter Plus Care grants to support 841 families; 10 five-year grants will support 278 families and 15 one-year grants will support 563 families.
2. Maintain a 90% lease-up rate for active grants, or a 90% budget



3. Maintained a 91% lease up rate for active grants and an 89% budget utilization rate.
4. Completed 99.9% of annual reexaminations.
5. Draw-downs were completed timely on a monthly basis.
3. Complete 95% of annual reexaminations.
4. Ensure that all draw-downs are completed timely.

### **MODERATE REHABILITATION PROGRAM**

**Mission:** Provide moderate levels of rehabilitation to private owners in LA County to preserve the housing stock and increase affordability of housing for low income tenants.

	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimate</b>	<b>FY 12-13 Budget</b>
<i>Total Budget:</i>	\$2,972,800	\$2,929,600	\$3,047,100
<i>Number of Employees:</i>	3.15	3.00	3.00

#### **FY 11-12 Major Accomplishments:**

1. Maintained a 92% occupancy rate and 99.93% budget utilization.
2. Completed 98% of annual reexaminations.
3. Provided increased customer service to Moderate Rehabilitation owners and participants through an owner meeting and tenant briefings.

#### **FY 12-13 Major Goals:**

1. Maintain a 95% or better utilization and occupancy rate.
2. Complete 98% of annual reexaminations on time.
3. Continue to provide increased customer service to Moderate Rehabilitation owners and participants through owner meetings and tenant briefings.
4. Complete 100% of contract renewals for Moderate Rehabilitation owners.

### **VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH)**

**Mission:** Provide rental assistance services to low-income veterans and their families in combination with case management and clinical services through the Department of Veterans Affairs at Veterans Affairs Medical Center (VAMC) supportive services sites.

	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimate</b>	<b>FY 12-13 Budget</b>
<i>Total Budget:</i>	\$4,712,000	\$3,583,700	\$5,656,700
<i>Number of Employees:</i>	1.00	1.00	2.00



**FY 11-12 Major Accomplishments:**

1. Leased up 53% of VASH vouchers.
2. Issued 871 VASH Vouchers overall; 358 were issued this fiscal year.
3. Maintained weekly communications with the VA and provided technical assistance and training to new VA case managers during application sessions.

**FY 12-13 Major Goals:**

1. Lease-up 98% of issued vouchers.
2. Maintain communication with the VA and continue to provide technical assistance to VA staff.

**HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)**

**Mission:** Provide rental assistance services to low-income individuals living with AIDS in a professional manner and an atmosphere of care and respect for all clients.

	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimate</b>	<b>FY 12-13 Budget</b>
<i>Total Budget:</i>	\$308,100	\$249,400	\$297,500
<i>Number of Employees:</i>	0.65	0.65	0.65

**FY 11-12 Major Accomplishments:**

1. Issued 18 out of the 30 new HOPWA applicants this HOPWA Program Year.
2. Provided assistance to 10 new clients and 15 rollover HOPWA clients.
3. Conversion of all HOPWA participants began at least 3 months prior to their contract expiration.

**FY 12-13 Major Goals:**

1. Provide assistance to 24 new and 11 rollover clients.
2. Issue 100% of HOPWA certificates based on current HOPWA Program Year allocation.
3. Begin the conversion process for 90% of HOPWA participants 3 months prior to their HOPWA contract expiration date.



**FAMILY SELF SUFFICIENCY (FSS)**

**Mission:** Reduce the dependency of Section 8 participants on Federal, State, and Local subsidies by linking HACoLA's participants with supportive services and enhance economic independence through community coordinated efforts.

	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimate</b>	<b>FY 12-13 Budget</b>
<i>Total Budget:</i>	\$276,000	\$621,000	\$621,000
<i>Number of Employees:</i>	2.50	3.70	8.70

**FY 11-12 Major Accomplishments:**

1. Increased FSS enrollment from 66% last fiscal year to 67% this fiscal year.
2. 43% of FSS participants have escrow balances.
3. Maintained strong relationships with partnering supportive service agencies and increased partnerships with new agencies through regular participation in the Southern California FSS Collaborative.

**FY 12-13 Major Goals:**

1. Increase FSS enrollment to 75% or more.
2. Ensure that at least 30% of FSS participant have escrow balances by the end of the fiscal year.
3. Receive at least 8 points on SEMAP in the Family Self Sufficiency category.
4. Increase links and partnerships with supportive service agencies to assist FSS participants in completion of their goals related to self-sufficiency.

**Investigative Unit**

**Mission:** Ensure compliance with federal regulations and program requirements to reduce the incidence of fraud and criminal activity among Housing Choice Voucher (Section 8) participants and Public Housing residents.

	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimate</b>	<b>FY 12-13 Budget</b>
<i>Total Budget:</i>	N/A*	\$533,000	\$644,600
<i>Number of Employees:</i>	N/A*	3.80	4.60

**FY 11-12 Major Accomplishments:**

2. Opened and handled 840 investigations of fraud and program violations in the Section

**FY 12-13 Major Goals:**

2. Handle Crime/Fraud Hotline calls daily and make appropriate referrals.



8 housing programs.

3. Referred 42 cases for terminations of Section 8 benefits found to be in violation of program regulations.
4. Provided and assisted with 8 landlord training sessions with the Cities of Palmdale, Lancaster, Paramount, Covina, Claremont and West Covina.
5. Provided supplemental Section 8 investigative services to the Cities of Bellflower and Paramount
6. Counseled 200 households on program rules in lieu of terminating Section 8 benefits.
3. Respond to Crime/Fraud Hot Line referrals within 48 hours, and investigate as appropriate.
4. Strengthen partnerships with the Los Angeles County Sheriff's Department and local law enforcement to reduce the incidence of criminal activity at Section 8 locations.
5. Provide training to landlords and property managers on effective ways to screen tenants.
6. Conduct compliance checks with participants whose conduct threatens the health, safety, or right to peaceful enjoyment of their premises.
7. Provide fraud investigative services to local municipalities under memoranda of understandings.

\*This unit was budgeted under Program Compliance Unit in fiscal year 2011-2012.







**AN OVERVIEW FROM THE DIRECTOR: Maria Badrakhn**

The Housing Management Division achieved a PHAS High Performer Rating from HUD for Fiscal Year 2011 for the second year in a row. The Division manages public and affordable housing located throughout Los Angeles County. Our inventory consists of 3,258 rental units located on 70 sites, funded by the federal Conventional Public Housing Program, HUD-insured 221(d)(4) Multi-Family/Section 8 New Construction Program, and the California Rental Housing Construction Program (RHCP).

Program revenue is generated from rent receipts, HUD Operating Subsidy, HAP contracts and various grants to operate and maintain the units in a decent, safe, and sanitary condition. The 2012-2013 Fiscal Year marks the sixth year of conversion to asset management for the public housing program.

The Division also administers the Capital Fund Program to rehabilitate and modernize public housing. Funding is used to address physical assessment needs at the sites through a comprehensive Real Estate Assessment Center (REAC) strategy, to provide quality housing.

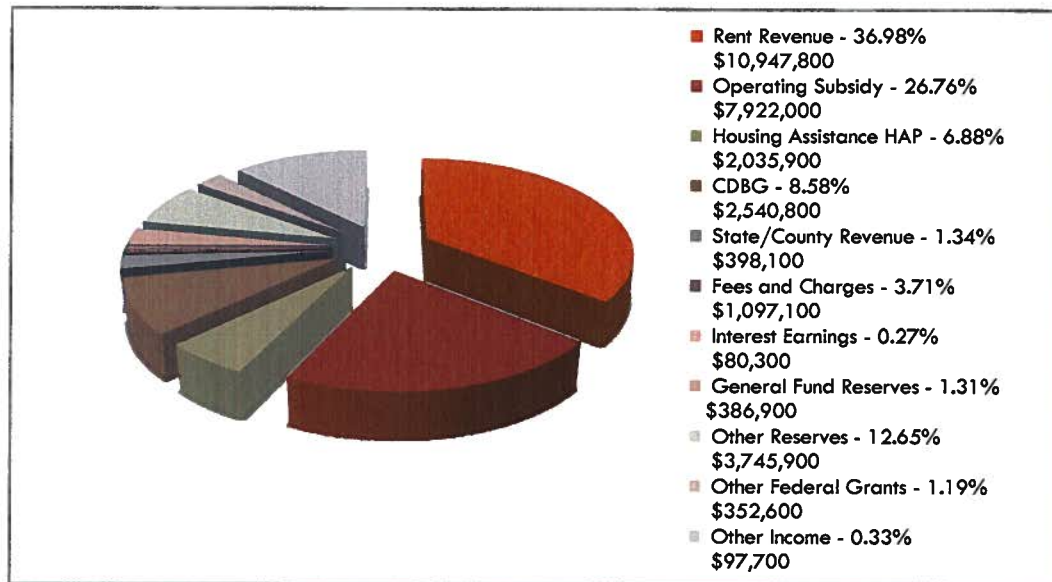
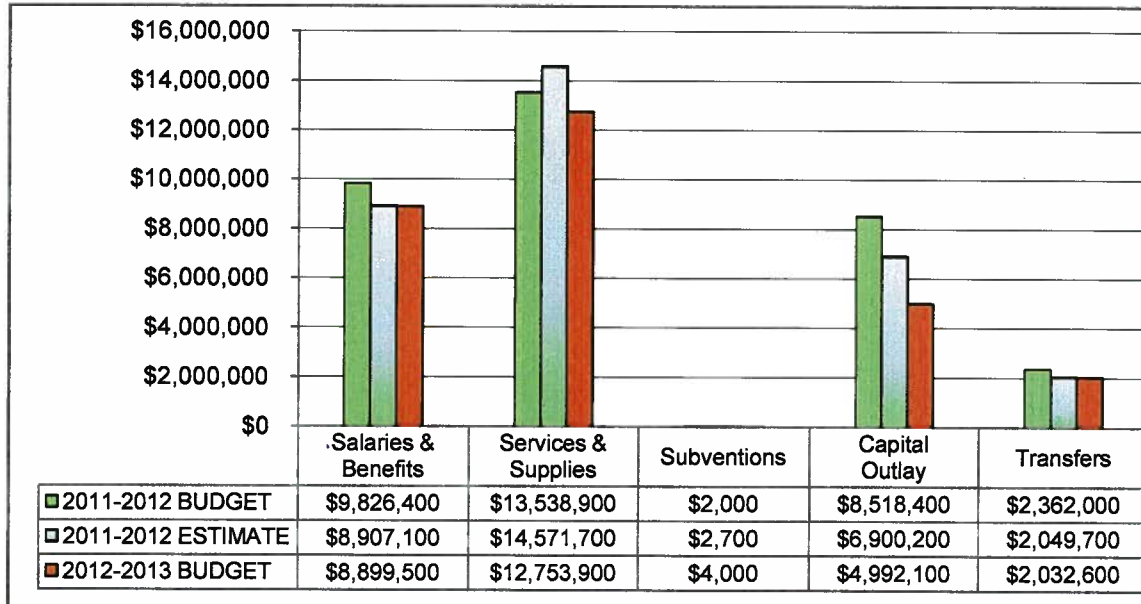
We provide a safe environment for low-income families through community policing efforts in partnership with the Los Angeles County Sheriff's Department and the Long Beach Police Department. To further this goal, we will continue to partner with public and private agencies, as well as our resident councils.

Through funding provided by HUD grants, such as the Capital Fund, Family Self-Sufficiency and ROSS grant programs, the Division will continue to provide residents with educational and job training opportunities to promote economic independence for public housing residents.

The award-winning 7-acre Growing Experience Urban Farm at the Carmelitos housing development has received numerous grants to continue its innovative sustainable community initiatives, which will include a Farmers Market and an Aquaponics System to further healthy lifestyles.





**DIVISION BUDGET \$28,682,100****Sources of Funds****Uses of Funds**

	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET
<b>TOTAL BUDGET</b>	<b>\$34,103,300</b>	<b>\$33,138,300</b>	<b>\$28,682,100</b>
<b>TOTAL EMPLOYEES</b>	<b>134.60</b>	<b>131.76</b>	<b>130.15</b>
Number of Regular Employees	96.60	98.96	102.15
Number of Contract Employees	38.00	32.80	28.00



**DEPARTMENT OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS****HOUSING MANAGEMENT CONVENTIONAL & NON-CONVENTIONAL**

**Mission:** To effectively generate and utilize the resources of the Housing Authority to provide quality affordable housing and expand opportunities to improve the quality of life in housing developments through the involvement of employees, residents and community partners.

	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimate</b>	<b>FY 12-13 Budget</b>
<i>Total Budget:</i>	\$28,996,700	\$26,703,200	\$25,978,700
<i>Number of Employees:</i>	113.43	105.29	112.18

**FY 11-12 Major Accomplishments:**

1. Submitted the HUD Annual Plan and ACOP by the HUD deadline.
2. Provided thirteen (13) program trainings to staff, ie UPCS, Rent Calculation, and Customer Service.
3. Implemented an on-line rent payment portal for collection of tenant rents.

**FY 12-13 Major Goals:**

1. Submit the HUD Annual Plan by the HUD deadline.
2. Provide on-going training to staff, and a minimum of five (5) trainings.
3. Initiate process for disposition/conversion of South Scattered Sites and Senior housing developments.

**CONVENTIONAL HOUSING****FY 11-12 Major Accomplishments:**

1. Averaged an annual Occupancy rate of 98% per AMP.
2. Collected 98% of Tenant Accounts Receivables.
3. Abated 100% of emergency work order within 24 hours.
4. Achieved an average score of 81 on the annual HUD-REAC physical inspection of public housing properties.
5. Completed 100% of annual unit inspections for occupied units.

**FY 12-13 Major Goals:**

1. Average an annual Occupancy rate of 98% per AMP.
2. Collect 98% of rent billed to tenants and limit delinquency to 1.5%.
3. Abate 100% of emergency work order within 24 hours (continuous).
4. Achieve an average score of 81 or higher on annual physical inspection conducted by HUD-REAC.
5. Complete 100% annual unit and building inspections (continuous).



- |  |  |
|--|--|
| <p>6. Completed 100% of annual re-examinations for assisted families.</p> <p>7. Completed 1,500 interim re-examination</p> | <p>6. Complete 100% of annual re-examinations for assisted families</p> <p>7. Complete 1,300 interim re-examination.</p> |
|--|--|

**NON-CONVENTIONAL HOUSING PROGRAM****FY 11-12 Major Accomplishments:**

1. Received an "Above Average" rating on the Management and Occupancy Reviews for Lancaster Homes. Kings Road MOR was not scheduled by HUD.
2. Averaged an annual occupancy rate of 98%
3. HUD-REAC physical inspections of Kings Road was 94. Lancaster Homes was not inspected.
4. Completed 100% of construction activity at Kings Road.
5. Complete the roof and central air conditioning system at Lancaster Homes.

**FY 12-13 Major Goals:**

1. Receive an "Above Average" rating on the Management and Occupancy Reviews for Kings Road and Lancaster Homes.
2. Average an annual occupancy rate of 98%.
3. Achieve an average score of 80 on the annual HUD-REAC physical inspections of Kings Road and Lancaster Homes.
4. Complete rehabilitation activities at Lancaster Homes.

**GROWING EXPERIENCE**

**Mission:** Provide a "green community" at the Carmelitos public housing development.

	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimate</b>	<b>FY 12-13 Budget</b>
<i>Total Budget:</i>	\$265,200	\$269,000	\$291,500
<i>Number of Employees:</i>	2.80	2.00	3.00

**FY 11-12 Major Accomplishments:**

1. Implemented a Community Supported Agriculture (CSA) with 100 families subscribers.
2. Produced approximately 18,000 pounds of sustainably grown fruits and vegetables, which was included as part of the CSA, and sold to local restaurants.

**FY 12-13 Major Goals:**

1. Continue to develop value-added products to expand GE brand and sales.
2. Produce approximately 18,000 pounds of sustainably grown fruits and vegetables, which was included as part of the CSA, and sold to local restaurants.



3. Provided job training to 15 participants in the summer youth training program through the City of Long Beach Workforce Investment Network. UCCE Victory Garden Workshops job training.
4. Established partnerships with the City of Long Beach Office of Sustainability and area community gardens to establish a multi-farm CSA with GE being the anchor.
3. Provide job training to 8 youth participants.
4. Maintain partnerships with the City of Long Beach Office of Sustainability and area community gardens.
5. Implementation of a Farmers Market.

### HOUSING MANAGEMENT SITE IMPROVEMENTS

**Mission:** To improve various housing developments through construction activities using CDBG funds.

	FY 11-12 Budget	FY 11-12 Estimate	FY 12-13 Budget
<i>Total Budget:</i>	\$2,685,000	\$2,484,200	\$1,426,900
<i>Number of Employees:</i>	0.27	0.27	0.00

#### FY 11-12 Major Accomplishments:

1. Completed construction of seven (7) projects at various housing sites.

#### FY 12-13 Major Goals:

1. Complete construction of four (4) projects: Maravilla Childcare Center Rehabilitation; Orchard Arms Roof Replacements; South Scattered Sites Exterior Painting; and Big Normandie Drainage.

### JUVENILE JUSTICE CRIME PREVENTION PROGRAM (JJCPA)

**Mission:** To assist at-risk youth and their families in public housing.

	FY 11-12 Budget	FY 11-12 Estimate	FY 12-13 Budget
<i>Total Budget:</i>	\$398,100	\$371,300	\$398,100
<i>Number of Employees:</i>	4.00	3.00	4.00

1. Received an eleventh (11th) JJCPA grant for \$389,073. Continued JJCPA program with 225 participants at three sites.
1. Continue JJCPA program at family public housing sites to serve 250 participants.



**RESIDENT SERVICES PROGRAMS (RSP)**

**Mission:** To provide needs-based services to public housing residents utilizing various grants, or by connecting the residents to services available through program providers in the community.

	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimate</b>	<b>FY 12-13 Budget</b>
<i>Total Budget:</i>	\$1,758,300	\$1,787,200	\$586,900
<i>Number of Employees:</i>	14.10	15.70	5.47

**FY 11-12 Major Accomplishments:**

1. 200 residents participated in the Family Resource Centers, receiving parenting/family services, drug counseling, case management, and other counseling and support services.
2. Approximately 600 public housing youth participated in educational, recreational and cultural programs provided by the Resident Services Program staff.
3. Provided education and work force development services to 400 public housing residents and completed the DOL grant. 109 adults enrolled in Literacy Classes, 40 received job placement and 50 increased their skills.
4. Award two (2) FSS grants and enrolled 44 participants of which 7 have Escrow Accounts.

**FY 12-13 Major Goals:**

1. 200 residents will participate in the Family Resource Centers (continuous).
2. Provide education and recreation services for 675 public housing youth.
3. Provide education and work force development Services to 400 public housing adults.
4. Provide 500 elderly and disabled persons with Quality of Life programs and services.
5. Provide Assisted Living Waiver Pilot Program services to 20 seniors at South Bay Gardens, Orchard Arms, and Lancaster Homes.
6. Enroll 50 FSS participants.



### **The Growing Experience Urban Farm Aquaponics**

The Award-Winning Growing Experience Urban Farm, at the Carmelitos public housing development, launched an Aquaponics demonstration project, where tilapia is being raised along with edible aquatic crops. TGE staff built a 750 gallon system based on a prototype developed by an urban farm in Milwaukee, Wisconsin. The tank is currently has approximately 230 pink and black tilapia, though it is sized to accommodate up to 700 fish. Aquaponics is a viable way of providing affordable healthy protein for low-income families living in communities without easy access to nutritious food options. The system has the potential to become economically self sustainable. Tilapia and watercress are being harvested for nutritious consumption. TGE has partnered with the Long Beach Aquarium of the Pacific's Sustainable Seafood Program to collaborate with local restaurants who are interested in purchasing and incorporating locally-grown tilapia into their menus.

### **Farmers Market**

This year, the Growing Experience received a \$50,000 grant from Cal Freshworks to establish a Farmers Market near Carmelitos. A feasibility study will be conducted with our public housing residents, the greater community and focus groups to ensure outreach and a successful marketing plan. In partnership with other local vendors, the Farmers Market will also include cooking demonstrations, nutrition education, and Community Supported Agriculture (CSA) pick up. Training on public market and management operations will also be provided.

### **Events**

Volunteer Days enabled the public to assist in pulling weeds, planting crops, and potting plants. The Harvest Festival, Fundraising Farm Dinners, the Earth Day Celebration, and site visits by LA Times staff, the American Planning Association, and many other interested supporters were scheduled throughout the year. For further information, visit our website at [www.growingexperiencelb.org](http://www.growingexperiencelb.org).





**RESIDENT SERVICES PROGRAMS**

Housing Management Division (HM) Resident Services Programs build, support, and coordinate productive partnerships with educational institutions, community organizations, and local businesses. The Family Learning Centers (FLC) were formed in an effort to meet community needs in the areas of adult education, workforce development, computer literacy, and after school programs for youth. HM currently operates four FLCs in its family public housing developments.

FLC activities include ESL Instruction, adult and youth computer literacy, GED preparation, tutoring, mentoring, and educational field trips. Adult and youth literacy programs are delivered in partnership with local Adult Schools, Occupational Centers, and the local One-Stop Centers.



The after school programs provide homework help, literacy activities, age-appropriate enrichment activities, and a healthy afternoon snack in a nurturing environment.

**Family Self-Sufficiency Program**

The Housing Authority was awarded two Family Self-Sufficiency (FSS) grants exclusively for public housing residents. FSS is a five-year voluntary program designed to help residents achieve economic independence. The FSS program offers a unique savings opportunity known as an escrow account. The escrow savings account is created when a resident's earned income increases. After successful completion of the FSS program, residents are encouraged to use their escrow savings for a down payment on their first home! Forty-seven public housing residents voluntarily enrolled in the program and eight have escrow accounts. Residents are extremely motivated and receptive to FSS.

**Partner Breakfast**

On November 9, 2011, the Housing Authority held its annual Partners Breakfast to honor non-profit agencies and local businesses for their generous donations and services that benefit public housing residents. The event showcased our Youth In Focus exhibit, with photographs taken by public housing youth throughout the year. Residents shared testimonials about their own personal challenges and successes, and urged the partners to continue to give and support.





### Computer Literacy Project

The United States Department of Labor awarded HACoLA a \$200,000 grant award to assist public housing residents who find themselves unable to successfully compete in today's workforce due to computer literacy barriers. The Computer Literacy Project (CLP) an array of computer classes and soft skills training. The program served a total of 109 participants. A total of 20 received a certificate of completion and 20 individuals became employed during the program. Participants revealed an increase in computer literacy skills and greater personal confidence and self-esteem. The Los Angeles Unified School District (LAUSD), Division of Adult Education and the Mexican American Opportunities Foundation (MAOF) were the primary partners who made the Program a success.



### Assisted Living Waiver Pilot Program) ALLWP

In addition to South Bay Gardens and Orchard Arms housing developments, the ALLWP was expanded to the Lancaster Homes multifamily housing development to enable our seniors to continue to live independently.

## Crime & Safety Unit

**Mission:** Ensure compliance with federal regulations and program requirements to reduce the incidence criminal activity among Public Housing residents.

	FY 11-12 Budget	FY 11-12 Estimate	FY 12-13 Budget
<b>Total Budget:</b>	N/A*	\$816,500	\$923,000
<b>Number of Employees:</b>	N/A*	5.50	5.50

**\*In FY 11-12, Crime & Safety was budgeted in the Program Compliance Unit (PCU) and transferred to Housing Management Division mid-year for oversight. The Crime & Safety unit generates revenue by allocating expenses to each of our eight AMPs. Therefore, the CSU budgets for FY 11-12 Estimate (\$706,900) and FY 12-13 (\$923,300) were excluded in the division's budgets.**



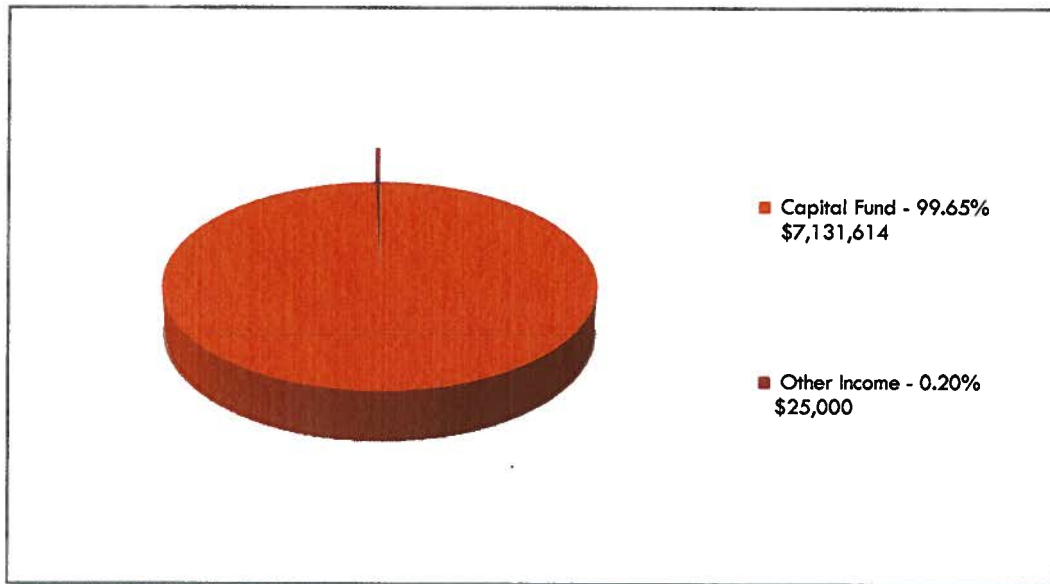
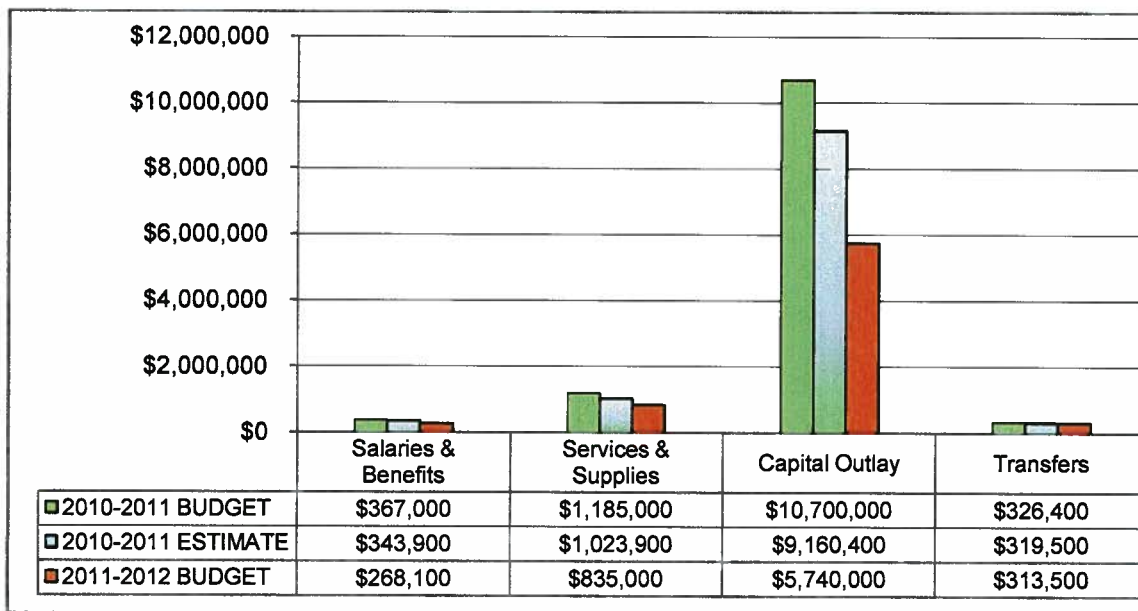
**FY 11-12 Major Accomplishments:**

1. Completed 8,000 criminal background checks for Section 8 and Public Housing applicants.
2. Terminated benefits of 110 Public Housing residents found to be in violation of program regulations.
3. Responded to 60 CCTV requests to document crime at Public Housing sites.
4. Community Policing Program had 120 arrests, 750 Housing Violation Forms, and 500 Field Interviews resulting in an overall crime reduction of 70% at Public Housing sites.

**FY 12-13 Major Goals:**

1. Conduct 6,000 criminal background checks for Section 8 and Public Housing applicants.
2. Conduct compliance checks with participants whose conduct threatens the health, safety, or right to peaceful enjoyment of their premises.
3. Operate a countywide CCTV system for the prevention and detection of crime at Public Housing locations.
4. Prepare process for Los Angeles County law enforcement agency public arrest data to be submitted to HACoLA for appropriate program compliance action.
5. Operate countywide Community Policing Program to reduce incidents of criminal activity at Public Housing locations.



**CAPITAL FUND BUDGET \$7,156,600****Sources of Funds****Uses of Funds**

	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET
<b>TOTAL BUDGET</b>	<b>\$12,578,400</b>	<b>\$10,847,700</b>	<b>\$7,156,600</b>
<b>TOTAL EMPLOYEES</b>	<b>3.40</b>	<b>3.40</b>	<b>1.90</b>
Number of Regular Employees	3.40	3.40	1.90
Number of Contract Employees	0.00	0.00	0.00



**CAPITAL FUND OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS**

**Mission:** To implement and administer the Capital Fund Program for modernization of the public housing developments and ensure that funds are obligated and expended in compliance with Federal Regulations.

	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimate</b>	<b>FY 12-13 Budget</b>
<i>Total Budget:</i>	\$12,578,400	\$10,847,700	\$7,156,600
<i>Number of Employees:</i>	3.40	3.40	1.90

**FY 11-12 Major Accomplishments:**

1. Submitted the Annual Statement and updated the 5-Year Action Plan to HUD for the 2012 Capital Fund Program for LA County (Continuous).
2. Met 100% of the deadlines for the obligation and expenditure of funds. (Continuous).
3. Completed 30 Construction Contracts at various housing sites. Closed the 2008 and 2009 CFP Grant, and the 2009, 2010, and 2011 grants for Lomita.
4. Conducted 3 resident meetings in preparation for the submittal of the CFP Annual Statement and 5-Year Plan to HUD (Continuous).
5. Expended 100% of American Recovery & Reinvestment Act (ARRA) grant and completed 100% reporting requirement.
6. HACoLA as the lead agency, coordinated Semi-Annual Modernization Meetings with HUD and Southern California Housing Authorities.

**FY 12-13 Major Goals:**

1. Submit the Annual Statement and update the 5-Year Action Plan to HUD for 2012 Capital Fund Program for HACoLA (Continuous).
2. Meet 100% of the deadlines for the obligation and expenditure of Capital Fund Grant funds. Ensure revisions to the deadlines are submitted timely and approved by HUD (Continuous).
3. Complete 20 construction contracts at various housing sites. Close the 2010 CFP and CFRC Grant for HACoLA .
4. Conduct 3 resident meetings in preparation for the submittal of the CFP Annual Statement and 5-Year Plan to HUD (Continuous).
5. Expend 100% of \$5.9M Competitive CFRC grant funds. Complete and submit 100% reporting requirements.
6. Implement ADA Plan for all housing developments and submit to HUD.
7. Implement Phase II of Energy Performance Contracting for Carmelitos and Harbor Hills.



The Modernization Unit is responsible for the rehabilitation of 2,962 units of public housing located at 63 sites across the County of Los Angeles. Since 2000, the HACoLA has expended \$63 million in Comprehensive Grant Program (CGP) and Comprehensive Improvement Assistance Program (CIAP) and Capital Fund Program (CFP) funds for modernization and rehabilitation activities to maintain decent, safe and sanitary units for families, seniors and persons with disabilities.

On March 18, 2009, HUD allocated to the Housing Authority of the County of Los Angeles Housing Authority approximately \$7,401,512.00 in CFP formula funds authorized under ARRA. The ARRA grant was fully expended in August 2011. On September 29, 2009, HUD awarded the Housing Authority \$5,924,000.00 in Capital Fund Recovery Competitive (CFRC) funds for the Creation of Energy Efficient Green Communities at the Nueva Maravilla housing development. The CFRC grant will be fully expended by June 2012.



Housing Authority construction projects funded by ARRA included the replacement and modernization of sidewalks and parking lots at the Carmelitos, Orchard Arms, Harbor

Hills and Nueva Maravilla housing developments, American with Disabilities Act (ADA) upgrades, and elevator replacement and modernization at the Whittier Manor and Francisquito Villa housing developments. Through the use of the ARRA funds, the Housing Authority created and saved jobs, required contractors to "Buy American" products and equipment and promoted long term economic health of the local community.

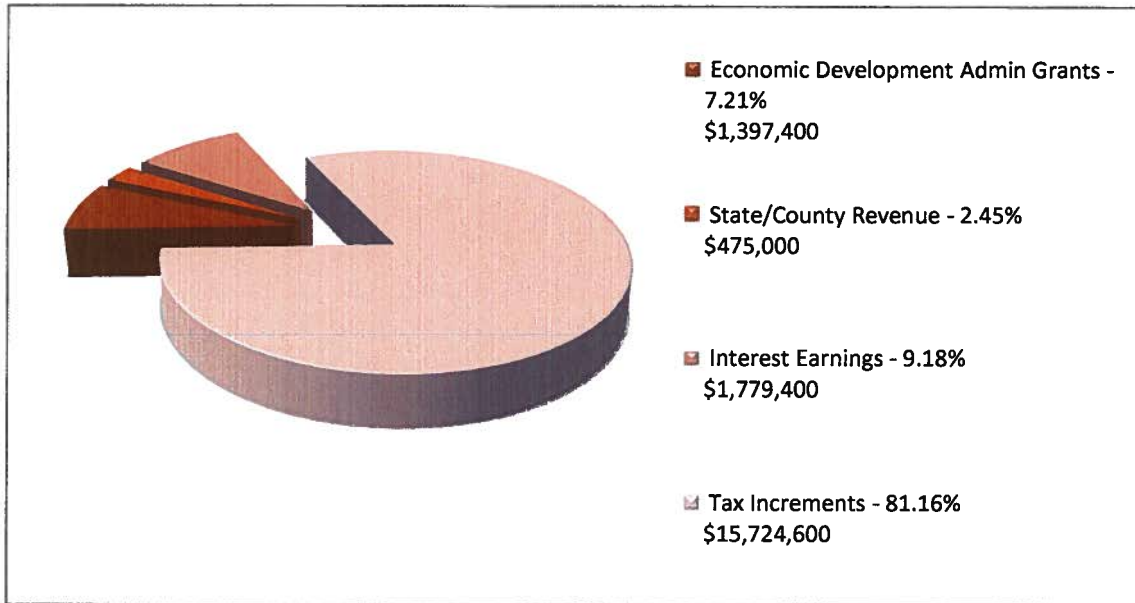
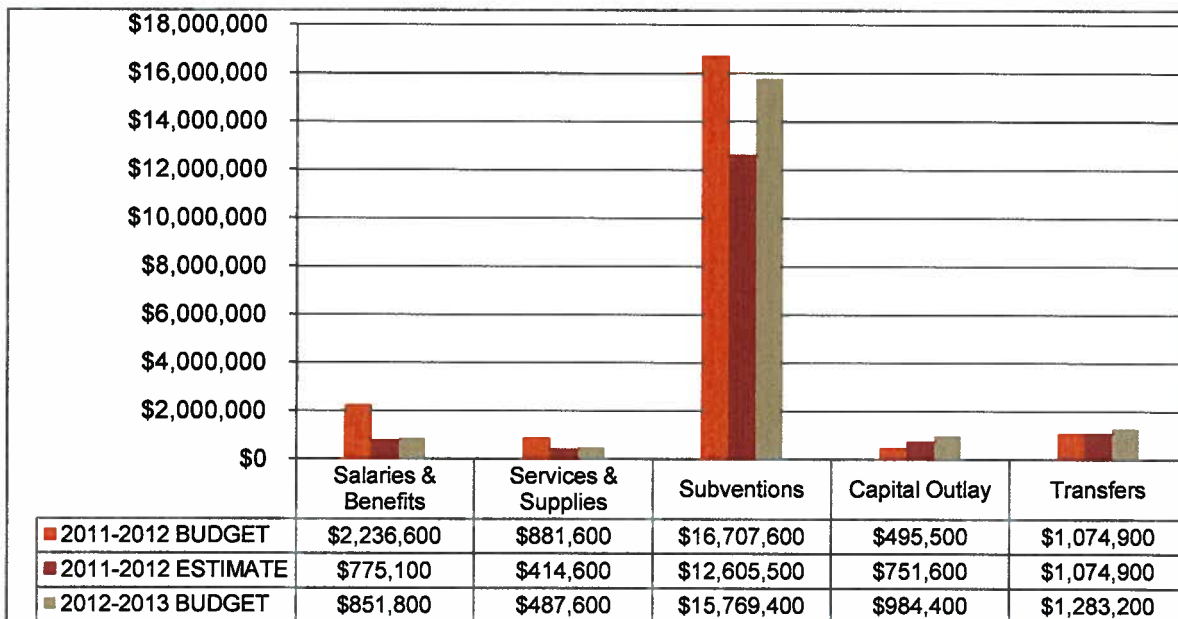
The CFRC funds at Nueva Maravilla were utilized to make the community more energy efficient. Energy efficient upgrades included roof replacement for the Rosas Senior Complex, refrigerator replacement, a new photovoltaic system, energy saving water heaters, low flow plumbing fixtures, xeriscaping, solar water heaters, and the conversion to individual unit electric meters.





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**OTHER HOUSING PROGRAMS BUDGET \$19,376,400****Sources of Funds****Uses of Funds**

	2011-2012 BUDGET	2011-2012 ESTIMATE	2012-2013 BUDGET
<b>TOTAL BUDGET</b>	<b>\$21,396,200</b>	<b>\$15,621,700</b>	<b>\$19,376,400</b>
<b>TOTAL EMPLOYEES</b>	<b>20.55</b>	<b>8.36</b>	<b>7.86</b>
<b>Number of Regular Employees</b>	<b>14.15</b>	<b>8.36</b>	<b>7.86</b>
<b>Number of Contract Employees</b>	<b>6.40</b>	<b>0.00</b>	<b>0.00</b>



## DEPARTMENT OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS

## COOPERATIVE EXTENSION

**Mission:** Provide educational programs and activities in the areas of youth development, urban gardening, nutrition, and consumer science that enable youth and adults to make good decisions and lead better lives.

	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimate</b>	<b>FY 12-13 Budget</b>
<i>Total Budget:</i>	\$475,000	\$403,100	\$475,000
<i>Number of Employees:</i>	0.00*	0.00*	0.00*

**FY 11-12 Major Accomplishments:**

1. Provided nutrition education/cooking demonstration and physical activity demonstrations at more than 500 sites around the county, at public housing sites, churches, libraries, schools, youth centers, and more. CDC/Housing authority sites served included Carmelitos, Maravilla, and Harbor Hills.
2. Provided gardening advice and workshops to low-income homeowners, community and school gardeners throughout Los Angeles County. CDC/Housing Authority sites served included Nueva Maravilla and Carmelitos.
3. Offered 4-H Youth Development activities for youth ages 5-19 through 20 clubs around Los Angeles County, in after school programs and communities, plus through one-time special events and summer camp. Training provided for youth included goal setting, resume writing, and college access.
4. Provided training and technical expertise for members of the landscape industry county-wide through our environmental horticulture program.

**FY 12-13 Major Goals:**

1. Provide educational programs focused on family-related concerns such as food and nutrition, family relationships, food safety, consumer issues, and money management.
2. Through the Expanded Food and Nutrition Education Program (EFNEP), the UC CalFresh Program (formerly the Food Stamp Nutrition Education Program), teach homemakers with limited incomes how to improve family diets, make better use of available resources, improve their food preparation skills, and eat more fruits and vegetables.
3. Offer nutrition, gardening, and consumer science programs designed for and targeted specifically towards seniors living in public housing. Provide on-site workshops on healthy eating, recipe demonstrations, fitness, and food safety.

**\* employees are paid by the UC System to perform these functions.**



5. Provided training and technical expertise on agriculture and natural resources issues county-wide through our Farm Advisor and Natural Resources programs.
4. Upon request, provide various youth development training including community service, goal setting, college access for teen residents at CDC sites.
5. Provide training, educational materials and technical assistance to family and senior housing residents who want to grow more of their own fruits and vegetables to augment their food budget.
6. Offer food preservation workshops through the Master Food Preserver Program to interested public housing communities.

#### PROGRAM COMPLIANCE UNIT

**Mission:** Ensure compliance with federal regulations and program requirements to reduce the incidence of fraud and criminal activity among Housing Choice Voucher (Section 8) participants and Public Housing residents.

	FY 11-12 Budget	FY 11-12 Estimate	FY 12-13 Budget
<i>Total Budget:</i>	\$1,959,900	\$0	\$0
<i>Number of Employees:</i>	14.40	0.00	0.00

In December 2011, the Program Compliance Unit was transferred to Assisted Housing and Housing Management Divisions for closer oversight and collaboration. Please see pages 5.7 & 6.7 for details on this other housing program. FY 11-12 Estimate and FY 12-13 budget are reflected in the Division budgets, not this section.



**CITY OF INDUSTRY TAX INCREMENT**

**Mission:** To allocate and distribute City of Industry funds for the development of housing for low-income individuals, households, and special needs populations.

	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimate</b>	<b>FY 12-13 Budget</b>
<i>Total Budget:</i>	\$18,961,300	\$15,031,100	\$18,901,400
<i>Number of Employees:</i>	6.15	8.36	7.86

**FY 11-12 Major Accomplishments:**

1. Allocated Round 17 funds through the NOFA process; approximately \$11.1 million for 172 Special Needs Housing units and approximately \$2.3 million for 51 Affordable Development Project units.
2. Began and/or continued construction on 10 Special Needs projects for involving 534 units and \$4 million in Industry funds.
3. Received Certificates of Occupancy for the completion of 6 Special Needs projects involving 110 units and \$350 thousand in Industry funds.
4. Underwrote and executed loan agreements for 6 Affordable Development projects involving 168 units.
5. Began and/or continued construction on 13 Affordable Development projects involving 624 units and \$5.9 million in Industry funds.
6. Received Certificates of Occupancy for the completion of 7 Affordable Development projects involving 260 units and \$2.3 million in Industry funds.

**FY 12-13 Major Goals:**

1. Allocate Round 18 funds through the NOFA process; approximately \$5 million for 50 Special Needs Housing Units and approximately \$6 million for 75 units of Affordable Development Project units.
2. Begin and/or continue construction on 3 Special Needs projects involving 130 units and \$4 million in Industry funds.
3. Receive Certificates of Occupancy for the completion of 7 Special Needs projects involving 396 units and \$4.4 million in Industry funds.
4. Underwrite 2 Affordable Development projects involving 47 units.
5. Begin and/or continue construction on 9 Affordable Development projects involving 318 units and \$4.5 million in Industry funds.
6. Receive Certificates of Occupancy for the completion of 8 Affordable Development projects involving 427 units and \$2.7 million in Industry funds.

**NOTE:** The total budget of \$18,901,400 and 7.86 positions are reflected in the overall Housing Authority budget in this section as well as in Section 10: Economic and Housing Development Division. However, the funding is received by the Housing Authority and administered by the Economic and Housing Development Division.



**CONDO CONVERSIONS**

**Mission:** Generate additional rental housing, transitional housing or homeless shelters in Los Angeles County using grants or loans of condominium conversion fees.

	<b>FY 11-12 Budget</b>	<b>FY 11-12 Estimate</b>	<b>FY 12-13 Budget</b>
<i>Total Budget:</i>	\$0	\$187,500	\$0
<i>Number of Employees:</i>	0.00	0.00	0.00

**FY 11-12 Major Accomplishments:****FY 12-13 Major Goals:**

1. Completed construction of 6 two-bedroom multi-family units for the Coteau III development for emancipated foster youth; transferred administration to the Housing Development Corporation.

**NOTE:** Completed existing projects under Condo Conversions, there are no goals to report for FY 12-13.